

AmeriCorps*
National

2000 APPLICATION INSTRUCTIONS



OMB Control #: 3045-0047
Expiration Date: 2/28/03

Public Burden Statement: The Paperwork Reduction Act of 1995 requires the Corporation to inform all potential person who are to respond to this collection of information that such persons are not required to respond unless it displays a currently valid OMB control number. (See 5 C.F.R. 1320.5(b)(2)(i)). **Time Burden:** The time required to complete this collection of information is estimated to average ten (10) hours per applicant, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **Use of Information:** The Corporation evaluates the applications and makes funding decisions based upon this information through its grant review and selection process. **Effects of Non-Disclosure:** Providing this information is voluntary; however, failure to provide the information could result in the application not being approved for a federal grant. **Public Comments:** Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, 9th floor, Attn: Ms.Nancy Talbot, 1201 New York Avenue, N.W. Washington, D.C. 20525.

CHANGES IN OMB APPROVED APPLICATION INSTRUCTIONS

The following are the changes in the OMB approved application instructions for AmeriCorps*National:

- The application instructions and forms now include the OMB control number (approval number) 3045-0047 and the expiration date: 02/28/03. The control number and expiration date must appear on each form.
- Title Page for Program Applicants -- #7, Populations to be Served: the Congressional Districts Served line has been deleted. The Corporation will not collect this information.
- We have included a public burden statement behind the cover page.
- OMB suggested that we include a checklist for applicants to use to make sure that they have included everything in their application in the proper order. You will find the checklist on this disk.

PART ONE: OVERVIEW AND GENERAL INFORMATION

THE CORPORATION FOR NATIONAL SERVICE

The Corporation for National Service was established in 1993 to engage Americans of all ages and backgrounds in community-based service. We support a range of national and community service programs, providing opportunities for participants to serve full-time and part-time, as individuals or as a part of a team. Learn and Serve America integrates service into the academic life of nearly one million students in all fifty states. The National Senior Service Corps uses the skills, talents, and experiences of nearly half a million older Americans to help make communities stronger, safer, healthier and smarter. AmeriCorps engages thousands of young Americans on a full- or part-time basis to help communities address their toughest challenges while earning support for college, graduate school or job training. AmeriCorps joins a long tradition of programs encouraging and rewarding service – programs like the Civilian Conservation Corps, the Montgomery GI Bill and the Peace Corps. Our programs provide tangible benefits to local communities and foster civic responsibility in those who serve.

Within the Corporation, we make children and youth a priority that cuts across our streams of service and the four areas of education, environment, public safety and other human needs. Most Learn and Serve America, AmeriCorps and National Senior Service Corps programs incorporate this priority within their program objectives. All of our streams of service support the America Reads Challenge to ensure that children learn to read independently by the end of the third grade. Some of our national and local activities under this initiative include training and coordinating unpaid volunteer tutors, organizing and assisting family literacy programs, and serving as reading partners in structured programs.

We are a partner with America's Promise – the Alliance for Youth, an alliance of non profit organizations, businesses, schools, state and local governments, and faith-based organizations that direct organizational, financial and human resources to help turn the tide and create options for millions of children and youth who lack certain fundamental commitments from the nation. The Corporation, alongside delegates from all walks of life, established our obligations to youth and children at the Presidents' Summit for America's Future. We committed ourselves to see that all of America's children and youth have:

- caring adults in their lives as parents, mentors, tutors and coaches;
- safe places with structured activities in which to learn and grow;
- a healthy start and healthy future;
- an effective education that equips them with marketable skills; and
- an opportunity to give back to their communities through service.

THE AMERICORPS NETWORK

AmeriCorps is a national service network that provides full- and part-time opportunities for participants, called members, to serve their communities and address local environmental, educational, public safety or other human needs. Within these four issue areas, programs may submit proposals that solve specific problems of local communities. In other words, local needs drive AmeriCorps.

The AmeriCorps national service network includes AmeriCorps* State and National, Indian Tribes and U.S. Territories, Education Awards Program, AmeriCorps*VISTA, and AmeriCorps*NCCC. Through service with community organizations and agencies, in communities large and small throughout America, AmeriCorps members fulfill their pledge to “get things done.”

Last year we celebrated our 100,000th AmeriCorps member milestone. In the short time since AmeriCorps’ inception, its members have achieved impressive results. During this year, more than 40,000 AmeriCorps members will provide community service throughout the country.

AVAILABLE FUNDS AND ELIGIBILITY

Available Funds

The Corporation announces the availability of up to \$40 million for new and continuation AmeriCorps grants to national nonprofit organizations, professional corps, and programs operating in more than one state. Eligible applicants may apply for operating funds to establish programs for AmeriCorps members.

We expect to make fewer than forty (40) awards for new and continuation operating program awards. In addition to assistance provided through these AmeriCorps*National guidelines, we will also distribute funds to recompeting and renewal programs supported through states, Indian Tribes, and U.S. Territories under separate guidelines.

Eligibility

National nonprofits, professional corps programs, and multi-state programs are eligible to apply for national service funds directly to the Corporation. This allows us to fund multi-state and multi-site programs that are national in scope and build on existing networks of youth and service programs. Subdivisions of states, higher education institutions, and local nonprofits seeking support should apply through your State Commissions.

National Nonprofits: We define a national nonprofit organization as one whose mission, membership and activities, or constituencies are national in scope. However, an organization described in Section 501(c)(4) of the Internal Revenue Code of 1986, 26 U.S.C. 501(c)(4) that engages in lobbying activities is not eligible to apply, serve as a host site for member placements, or act in any type of supervisory role in the program.

National nonprofits may operate programs directly, replicate successful models, or provide subgrants to local chapters or affiliates. All activities within a proposal, including demonstration projects in one or more states, should be coordinated through a well-developed national strategy and unified programmatically by a common mission, theme, and program elements, including training and technical assistance. Organizations planning to replicate successful models or provide subgrants to local affiliates may propose initiatives that centralize components such as recruitment and training, and that decentralize tasks, such as placing and supervising members. Alternatively, local entities, called operating sites, may design and implement all program components, while the Parent Organization monitors, evaluates, and provides technical assistance to local entities. In designing a program, you should consider your national, regional, and local capacities, keeping in mind that we require applicants for operating grants to: 1) specify the sites where the proposed activities will occur; (2) describe how you selected the sites; and (3) provide specific information on the proposed service activities.

Professional Corps Programs: Professional corps programs are eligible for Corporation assistance under this application only and will receive consideration for funding in 2000. A professional corps program may recruit and place qualified AmeriCorps members in positions as teachers, nurses, doctors, police officers, lawyers, architects, engineers, or other professionals helping to meet critical needs in communities with inadequate numbers of such professionals. The scope of these programs may range from local to national, and they may be run by public or private nonprofits, institutions of higher education, Indian Tribes, or territories. AmeriCorps members must be sponsored by public or private nonprofit employers who agree to pay 100 percent of AmeriCorps members' salaries and benefits (excluding the national service education award that we would provide). Such salaries may exceed the maximum living allowance allowed in other national service programs.

Multi-state Programs: Eligible applicants proposing programs operating in more than one state should seek funding directly from the Corporation, rather than through the individual states. Eligible applicants also include partnerships or consortia formed across two or more states, consisting of institutions of higher education, Indian tribes, or other nonprofits including labor and religious organizations. Service activities or projects in multiple states should be well coordinated and unified programmatically, and a multi-state strategy should be evident.

WHAT'S NEW FOR 2000?

Cost Per Member

The fiscal year 2000 Corporation cost per member is \$11,700, an increase of \$450 above prior year levels. The budget form provides instructions for calculating the Corporation cost per member, otherwise known as cost per full-time equivalent (FTE.)

Living Allowance

The minimum fiscal year 2000 living allowance for a full-time member is \$9,000. The maximum living allowance you may provide is \$18,000. However, the amount of the living allowance that you may pay members with our funds and other federal funds may not exceed 85% of the minimum living allowance, or \$7,650.

Reduced Part-Time Service

The shortest term of service we will approve is 300 hours. This applies to all programs using AmeriCorps members. Programs may propose any reduced part-time terms between 300 and 900 hours based on the program design. However, within a program, we will generally require all reduced part-time members to serve the same number of hours. If a program has a need for greater flexibility, we will consider a proposal for two different sets of hours within the same program.

Three-Year Funding Period

In fiscal year 2000 you should plan your program over a three-year period. As in the past, we will ask for changes in objectives or activities as part of the continuation request. In addition, if you are applying for the first year of funding, you must include projected budgets for years two and three in the budget narrative. You will not have to describe each line item of the projected budget, but should indicate the line items you expect to increase or decrease in the future. For further information, please see the budget narrative instructions.

Issue Areas and Priorities

We seek new programs to apply that address one or more of the four legislated issue areas: education, environment, public safety, and health and other human needs. Our national priority continues to be children and youth.

Recompeting Programs

If you are currently in your third year of operation, by law you must submit a new application following these guidelines if you wish to be considered for AmeriCorps funding. As part of the application, you will complete a one-page summary describing program impact and accomplishments for all previous years of AmeriCorps funding. In addition to your new application, our staff will review and consider previous grant performance information and information from our management information systems, including enrollment and retention rates, and impact data. We will take into consideration the quality of your program and the extent to which you have successfully met your outcome objectives in determining whether to recommend funding for another three year-cycle.

AmeriCorps Leaders

In fiscal year 2000 we are combining a request for an AmeriCorps Leader with the program application. Any program that wishes to request a Leader will write an additional narrative and will include the Leader costs in the program budget form and narrative. For more information, see Appendix A.

Common Expectations for National Service Programs

As part of the National Service Network, there are a number of opportunities for your programs to take part in national service days. We expect all national service programs, including AmeriCorps, to participate in one or more days of service, including but not limited to the Martin Luther King, Jr. Holiday, National Volunteer Week, Youth Service Day and Make a Difference Day. In addition, we expect programs with AmeriCorps members to participate in other national service activities such as common opening ceremonies (including the administration of an oath or affirmation), orientations, and trainings.

Cross-Stream Collaboration

This year we continue to encourage our national service programs to engage in cross-stream collaboration. Cross-stream collaboration is most easily achieved if it is tied to program objectives. For instance, in the last few years America Reads programs have been most successful in helping children learn to read independently by the third grade with a cross-stream collaboration approach. If a number of programs focus on the same schools, the same neighborhoods or the same after school programs, they can maximize resources by using each program's members or volunteers towards the same goal. Even if programs are not working on the same goal or in the same school or neighborhood, we encourage programs we fund to meet within their communities on a regular basis to discuss areas of mutual interest. Sometimes these meetings lead to an idea for a joint project or joint training that again can maximize time and resources.

Reporting Requirements

Programs that recompetes in 2000 (those currently in the third year of a three-year cycle) will only submit one progress report for the 1999/2000 program year. This report will be due October 31, 2000 for the period ending September 30, 2000. Programs that submit a continuation request in 2000 will submit two progress reports for the 1999/2000 program year. The first report will be submitted as part of the continuation request. The second progress report will be due October 31, 2000 for the period ending September 30, 2000. Programs will submit their progress report via WBRS. You should submit the rest of your continuation application to us in hard copy.

Service Gear

The standard Service Gear package remains priced at \$33.00. Many AmeriCorps members serve in settings where a shirt with a collar is the appropriate attire. We recognize that for purposes of credibility, it is important that members have the correct clothes in order to perform their service. Therefore, if your members need the shirt with a collar, you may include an additional amount of up to \$35, for a maximum total of \$68 of Corporation funds per member in your budget.

Intent to Submit

It would help our planning process to know if you intend to submit an application. If you think you will submit an application, please send us a notice of intent to submit (see application instructions) by February 15, 2000 addressed to:

Gina Davis
Corporation for National Service
1201 New York Avenue, N.W.
Washington, D.C. 20525

If you do not send a notice of intent to submit, you may still submit an application. Conversely, if you send a notice of intent to submit, you are not obligated to submit an application. The notice of intent to submit simply helps us to plan more efficiently for our review.

RESPONSIBILITIES OF THE PARENT ORGANIZATION

AmeriCorps*National applications must clearly identify the Parent Organization, defined as the single entity that is responsible for implementing and managing the proposed AmeriCorps program. An operating site is a local organization responsible for managing, operating, and reporting on a quality program. Depending on program design, the operating site may also be responsible for receipt and disbursement of grant funds.

We seek to develop high quality service programs operated by Parent Organizations that have:

- national or multi-state networks;
- the existing capacity needed to monitor and support a national service program; and
- experience in operating similar programs.

The Parent Organization must demonstrate a strong institutional commitment of personnel, resources, training, and technical expertise. We recommend that Parent Organizations develop a strong and well-coordinated multi-site program rather than loosely tying together several local programs that should have applied through their State Commissions.

The Parent Organization has several crucial roles and responsibilities in operating a high quality multi-site AmeriCorps program. All Parent Organizations are expected to:

- select operating sites and assist them with preparation of their components of the application;
- provide on-going monitoring, technical assistance, and support to operating sites;
- assist in member recruitment, especially with national strategies;
- conduct appropriate training for staff and members;
- foster an ethic of service;
- assist in the coordination of AmeriCorps efforts with State Commissions and other local Corporation funded programs;

- provide strong financial management for the aggregate program and at sites;
- act as liaison between the Corporation and the operating sites;
- work with sites to develop long-term sustainability;
- develop and conduct an aggregate program evaluation.
- ensure that operating sites that receive Federal funds (either from the Parent Organization or from other source) obtain financial statement audits as required under the Single Audit Act and OMB Circular A-133, obtain and review the audit reports, and follow up on relevant audit findings; and
- establish procedures (in conjunction with obtaining, reviewing, and following up on audit reports) and carry out on-going monitoring of financial management, program performance, and performance measurement at operating sites.

AMERICORPS* NATIONAL RELATIONSHIP WITH STATE COMMISSIONS

The National and Community Service Trust Act of 1993 required the establishment of an independent non-partisan commission in each state to assume responsibility for the distribution of funds related to AmeriCorps state programs. In addition to their grantmaking responsibilities, State Commissions submit a unified state plan for service in the state, including statewide events, opportunities for training and technical assistance and networking between service programs. All programs with AmeriCorps members, state and national, are considered part of the process to develop the state plan and are expected to be responsive to the State Commission on an ongoing basis.

The commissions in each state are also responsible for coordinating all service in the state, and are required to provide technical assistance and support to AmeriCorps* National operating sites in their states. They are also a good resource for information on statewide initiatives and information related to state specific laws and benefits. Each AmeriCorps*National operating site must maintain on-going communications with its state commission and inform them of program progress.

We require AmeriCorps*National parent organizations to communicate and coordinate with the State Commission in each state where you will locate operating sites as part of the preparation for submission of your application. The goals of this contact include, but are not limited to networking, collaboration, events participation, and future mutual cooperation. The parent organization is responsible for ensuring that each operating site is aware of its responsibilities for coordinating with the state commissions as described below. In addition, parent organizations are expected to:

- place the state commission on mailing lists
- keep the commissions informed of any general training and technical assistance needs of your operating sites

- monitor your operating sites to ensure that they are responsive to state commissions and participate, whenever possible, in events, training and meetings sponsored by the state commission.

At a minimum, site directors of AmeriCorps*National programs are to:

- place the state commission on mailing lists
- keep the commission informed of their training and technical assistance needs
- participate in the process of developing the Unified State Plan for service
- give the commission a copy of the site narrative included in the AmeriCorps*National application to the Corporation
- respond in a timely fashion to requests, invitations and communications from the state commission
- participate whenever possible in events, training and meetings sponsored by the state commission.

PART TWO: WHAT YOU NEED TO KNOW ABOUT DESIGNING A PROGRAM FOR AMERICORPS MEMBERS

AmeriCorps funds and supports quality programs that get things done, encourage responsibility, expand opportunities and strengthen communities. AmeriCorps members undertake service that has a maximum impact on our nation's communities and would not be provided without the service of AmeriCorps members and volunteers.

Getting Things Done

Your program must provide opportunities for the community to define its problems and to solve them. You must be able to demonstrate that your program or the service you offer provides a direct benefit that the community values and that existing funds or volunteers do not already provide this service. In addition, your program service activities must demonstrate positive impact on the communities it serves. Program activities cannot duplicate the routine functions of workers. Nor may programs displace paid employees.

Direct Benefit

AmeriCorps provides a variety of specific and identifiable services to communities. For example, your program may renovate low-income housing or create a playground in a vacant lot. You may engage in human service projects such as tutoring, mentoring or conflict resolution. Or you may coordinate volunteers whose service provides a direct benefit to the community. We do not generally consider clerical tasks or research such a direct benefit. However, you may need some assistance to develop your project. For example, your project may use a team to provide meals, transportation, and health services to the homebound and you need to conduct a door-to-door survey of community residents to help identify those in need of this service. Because the survey in this instance serves as a springboard for providing a service, it satisfies our direct benefit requirement.

Issue Areas and National Priorities for 2000 Programs

Each year the Corporation considers priorities within the four issue areas: education, environment, public safety and other human needs. Our priority for fiscal year 2000 within the four issue areas is children and youth. In meeting this priority, your program may focus its efforts on serving children and youth, or plan to recruit or coordinate youth volunteers to assist in program activities or both. AmeriCorps*State competitive, AmeriCorps* National, and Education Awards Programs must follow national priorities. AmeriCorps* State formula programs and Indian Tribe/U.S. Territory programs may respond to state, tribal or territory specific priorities.

We also recognize that some high-quality programs meet different priorities and it would dilute your effectiveness if you were to redesign your efforts to focus on children and youth. Examples include programs that work with homebound elders, programs that do groundwater contamination testing, programs that build houses for low-income people or programs that help people who are unemployed find employment. If your program has such a mission, provides high quality services, and can demonstrate compelling needs, we encourage you to apply. To the extent that the AmeriCorps members you recruit for your program are themselves young, their service itself is a benefit to youth.

Developing AmeriCorps Members

We expand opportunities, helping those who help America. Because of their AmeriCorps service, members develop additional skills, gain valuable experience and receive education awards that they can use to repay school loans. Although programs will have different sorts of impacts on members, depending on program design, all programs should seek to develop members by including the following components:

Citizenship

You should use service experience to help members achieve the skills and education needed for productive, active citizenship, including, if appropriate, structured opportunities for members to reflect on their service experiences.

Supervision, Training, and Education

Your program must provide members with the supervision, training, skills, and knowledge they need to perform their tasks. You must give members the background information they need on a community and help them understand the community's need for a specific service or project. You may also provide, if appropriate, specific training in a particular field to your members. This includes training and education that help members explore career possibilities in areas such as child development, teaching, public health, or public safety. At the same time, we encourage you to provide training in cardiopulmonary resuscitation (CPR), conflict resolution and communication skills. A qualified supervisor must provide members with regular and adequate supervision.

Support Services

You must provide support services to members who are school dropouts by assisting them in earning the equivalent of a high school diploma. We encourage you to provide all members who are completing a term of service with information about education and career opportunities.

Ethic Of Service

Service builds civic responsibility and enables participants to practice responsible citizenship. It helps youth make the transition into adulthood. Through service AmeriCorps enables members to see themselves as problem-solvers, not problems; to become leaders, not just followers; and to take personal responsibility.

At the start of their service all AmeriCorps members take the AmeriCorps pledge:

*I will get things done for America – to make our people safer,
smarter and healthier.
I will bring Americans together to strengthen our communities.
Faced with apathy, I will take action.
Faced with conflict, I will seek common ground.
Faced with adversity, I will take action.
I will carry this commitment with me this year and beyond.
I am an AmeriCorps member, and I will get things done.*

In order to create an esprit de corps for members, we encourage you to begin members' terms of service in June, September, and/or January. When you design "classes" of members that begin and graduate from their terms of service at the same time, you help to create a national AmeriCorps identity. This will also facilitate recruitment in concert with the academic year. If you lose AmeriCorps members between "classes," we encourage you to fill those slots with members who have had appropriate orientation and training prior to beginning their term of service.

We ask that you identify your program as part of the national service network and as a program in which AmeriCorps members serve. You can do this through the use of AmeriCorps logos, common application materials, and other means. You are not required to call your program AmeriCorps, though you may use the AmeriCorps name along with your own program's name.

To help develop an ethic of lifetime service, programs should provide opportunities for members to consider the meaning of the following line from the AmeriCorps pledge: "I will carry this commitment with me this year and beyond."

Strengthening Communities

AmeriCorps strengthens communities through community involvement and consultation. AmeriCorps members help bring diverse individuals and groups together as a team to cooperate in achieving constructive change and to solve critical community problems.

Community Involvement and Consultation

We see local involvement and input as vital to the development of quality service programs that sustain and build communities. You should use extensive broad-based local input to design, implement, and evaluate your project. This includes consultation with:

- representatives from the community you serve;
- members (or potential members) in your program;
- appropriate community-based agencies; foundations; businesses; local labor organizations representing employees of service sponsors; and local government.

Partnerships with such community groups may help to enhance organizational

capacity and strengthen communities. They provide opportunities for you to collaborate and share technical expertise and resources.

Bringing various organizations and people together to accomplish a common goal mobilizes community resources. We encourage programs to involve AmeriCorps members in activities that recruit and engage volunteers in helping meet community needs. Engaging volunteers not only enables programs to accomplish your objectives but it also provides people with an opportunity to serve. Leveraging volunteers and linking with other existing service efforts (including other local Corporation-funded programs) can enhance program results and build community capacity.

Diversity

Your program builds strong communities when it engages diverse members and staff in common service. You should actively seek to include members and staff from the communities where your project operates as well as men and women of different races, ethnicities, education levels, socioeconomic backgrounds and physical and mental abilities. In our assessment of whether your program meets this criterion, we will take into account that your program objectives might require you to recruit members and staff who share a specific characteristic or background. Please note however, that your program cannot violate the non-discrimination, non-duplication and non-displacement rules that govern member and staff selection.

If your program lacks diversity in one or more areas, it must strive in other ways to be diverse. You should intentionally create activities or provide opportunities for citizens to come together who might not otherwise serve or come into contact with each other. As you strive to achieve diversity, we encourage you to bring together younger and older members.

National Referral System

The Corporation strongly encourages the use of the national referral system to recruit diverse members. Our national referral system is a toll-free number, 1-800-942-2677 information-line system that lists AmeriCorps opportunities. People who wish to serve receive an AmeriCorps brochure and a referral card that contains detailed questions. Once they complete and return the referral card, their information is entered into a database.

While you will probably recruit many of your AmeriCorps members at the local level, we suggest that you use the national referral system as a part of your efforts to contact or recruit people who live within the general vicinity of the program. As part of your recruitment strategy, you can request from programs in the directory a list of names and addresses of potential recruits with specific skills, experience, education and interests. You should also use it to recruit from different geographic areas. Additionally, we strongly encourage you to draw on national recruitment systems to: (1) increase diversity of different backgrounds of applicants and regions

of the nation, (2) seek special skills or training, and (3) provide opportunities to those who live in areas where there are few or no national service programs.

Leadership Opportunities

We encourage programs to build member leadership capacity by providing opportunities for members to coordinate activities, recruit volunteers, and serve in team leader capacities in their programs. You may address leadership opportunities in either the program design section or in your member development objectives in your application. Please note, however, that members should not be assigned as the primary legal supervisors of fellow members.

Program Types

You have great flexibility to design a program that “gets things done” in communities, develops the citizenship and skills of members, and strengthens the ties that bind communities together. You may assign members to individual projects or organize them in teams. Similarly, you may determine whether a full-time or part-time schedule is more appropriate to your program’s goals. Our regulations provide a list of program types that illustrate the range of existing national service programs (see 45 C.F.R., Chapter XXV, Section 2522.110). You may find that your program fits more than one type because program characteristics overlap in some areas.

Some examples of types of programs are:

- community-based service programs that provide tutoring and mentoring for younger children and opportunities for them to participate in service projects after school, on weekends, and during school vacations;
- college-based programs in which student AmeriCorps members, including Federal Work Study students, perform substantial service in local schools or other community settings;
- programs initiated by mayors and other local officials to integrate AmeriCorps members into community-wide strategies to meet local needs;
- immunization programs that target young children and their families;
- a full-time year round youth corps or summer youth corps program undertaking service projects with visible public benefits, including natural resource projects;
- programs placing members as service-learning coordinators in schools and youth organizations;
- programs using qualified members as teachers, teacher aides, and early childhood workers in communities with an inadequate number of such professionals; and
- programs using members to recruit and mobilize community volunteers to promote public safety.

To learn about a number of programs focusing on different issue areas you may visit our web site at <www.americorps.org>

We continue to encourage programs to focus on education or public safety or the environment or other human needs instead of trying to address all issue areas. Experience shows that it is difficult for a program to demonstrate its community impact

when it tries to meet several educational, environmental, public safety and other human needs at once. However, we recognize that certain programs such as volunteer generator models, youth service corps or programs that operate in rural areas, may operate more effectively by developing activities in more than one issue area. All programs should provide strategies you will use to demonstrate outcomes.

Program Size

Your program should be large enough to make a significant difference in your community. While the actual size of your program may vary depending on the size of the community in which it operates, we encourage you to enroll at least 20 full-time equivalent members, regardless of whether members are placed individually or in teams. You may seek support for a program that enrolls less than 20 full-time equivalent members, particularly in rural areas. In that case, you should demonstrate why a smaller program is necessary or appropriate. In cases where you require one member or a few members, you may want to consider applying for AmeriCorps*VISTA.

For new programs proposing multi-site operations, we encourage pilot efforts in a limited number of communities; moreover, experience suggests that large expansions are difficult to manage. Programs should, therefore, evaluate their present infrastructure and capacity to expand when considering program size. We encourage all applicants, when considering program size, to examine cost-effectiveness by calculating the Corporation cost per member.

Summer Programs

We encourage, but do not require, you to operate a summer program as a component of your year-round program or to expand your operations during the summer months. Care must be taken to ensure that the summer component is consistent with the overall mission of your program and that you do not design it as separate from the year-round operation. You should also make sure that your summer program instills the ethic of service in the participants and is not just a summer job. Any members you add for a summer period must complete at least 300 hours of service.

Americorps On The Internet

Programs with AmeriCorps members must have internet e-mail capability and subscribe to the AmeriCorps listserv run by the National Service Resource Center at ETR Associates. To facilitate this process, grantees, subgrantees and operating sites with more than 10 members that are not currently on-line may budget up to \$250 to defray expenses for gaining on-line capacity (e.g., purchase of a modem, subscription to an on-line service or internet provider.) For further assistance or information on internet access or the AmeriCorps listserv, call Susan Hillyard at the National Service Resource Center at 1-800-860-2684, ext. 105.

Web-Based Reporting System

Programs that receive Americorps grants must make use of the web-based reporting system (WBRs) to enroll Americorps members and track their service hours; track program expenditures and submit financial status reports; and track accomplishment data

in order to submit progress reports. Use of WBRS requires a computer with access to the world wide web.

Responsibilities for Programs Using AmeriCorps Funds

Federal Financial Management And Grant Administration Requirements

As with all Federal grant programs, it is the responsibility of all programs funded by AmeriCorps to ensure appropriate stewardship of Federal funds entrusted to them. Under our regulations, all programs must maintain financial management systems that provide accurate, complete, and current disclosure of the financial results of your program. To meet this requirement, your program must have adequate accounting practices and procedures, internal controls, audit trails, and cost allocation procedures. As of June 30, 1996, recent revisions to the Single Audit Act and OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations, require all organizations to have financial audits if they annually expend \$300,000 or more under Federal awards. This requirement applies to the organization's total expenditures each fiscal year under all of its Federal awards, not just an AmeriCorps grant.

As with all Federal grant programs, you must assure that your programs or activities, including those of any subgrantees, will be conducted, and facilities operated, in compliance with the applicable civil rights statutes and their implementing regulations. You must assure that you will obtain assurances of such compliance prior to extending Federal financial assistance to subgrantees. For civil rights purposes, all programs and projects funded or receiving service members under the National and Community Service Act, as amended, are programs or activities receiving Federal financial assistance.

By Federal statute and regulation, a person, including members, service recipients, or program staff, may not, on the grounds of race, color, national origin, sex, age, political affiliation, disability (for otherwise qualified individuals with disabilities), or in most cases religion, be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination, directly or through contractual arrangements, under any program or activity receiving Federal financial assistance. By Corporation policy, participation in the Corporation's programs and projects will be based on merit and equal opportunity for all, without regard to factors such as sexual orientation, marital or parental status, military service, or religious, community, or social affiliations, in addition to the statutory grounds.

Monitoring Responsibilities

If you are approved for an AmeriCorps grant, you are responsible for managing the day-to-day operations of the grant and subgrant-supported activities to assure you are in compliance with applicable Federal requirements and you achieve your performance goals. Monitoring must cover each program, function or activity. You are responsible for ensuring program quality and that your program has an impact

on the problems facing the communities in which it operates. This includes monitoring the service of members. You are responsible for the timely and accurate documentation of member eligibility and service hours. Each program should develop systems for close tracking and monitoring of these issues.

A number of factors may make monitoring a challenge for programs. These include individual placements, programs that are spread out geographically and programs that attempt to address many issue areas at once. If your program design includes one of these challenges, you should address it specifically in your application and provide specific strategies for monitoring. Strategies that may facilitate program monitoring include: recruiting and enrolling members who can work independently; providing appropriate orientation, ongoing training and a means of regular communication; selecting strong host sites and ensuring strong support from direct-line supervision of members; and narrowing the range of tasks members perform to make monitoring easier.

Reporting and Evaluation Requirements

Every program must develop a system for collecting and organizing data on an ongoing basis. The most common reporting mechanisms are progress and final reports. In addition, your program must cooperate with national program evaluation studies we may undertake. Also, you must compile data on civil rights compliance, as detailed in the AmeriCorps Grant Provisions that are part of your grant award.

Your program must have a system that allows you to evaluate and monitor your program activities. You must:

- develop annual objectives;
- track progress toward those annual objectives;
- institute management procedures that provide regular "customer feedback" that will be used to improve program quality; and – collect additional descriptive and demographic data (e.g., the member enrollment and exit forms, operating site information forms).

The Corporation's requirements for AmeriCorps are set forth in the regulations and in this application. In addition to being thoroughly familiar with the regulations, you should read these application guidelines carefully because in some cases, more specific information is provided here.

The regulations for programs funded by AmeriCorps were published in the Federal Register on March 23, 1994 (45 CFR Parts 2510, 2513, et. al.) and are available at your public library. You may also refer to the Principles for High Quality National Service Programs which includes program examples. Copies are available from the National Service Resource Center at 1-800-860-2684 ext. 105.

Member Terms Of Service And Selection

Terms of Service

Programs may engage members on a full-time or part-time basis. Full-time members must serve at least 1700 hours during a period of not less than nine months and not more than one year. Part-time members must serve at least 900 hours during a period of one or two years as indicated in the approved budget. A reduced part-time member must serve at least 300 hours during a period of not more than one year. Programs may propose any number of hours between 300 and 900 for reduced part-time members based on the program design. However, within a program, we generally require all reduced part-time members to serve the same number of hours. If a program has a need for greater flexibility, we will consider a proposal for two different sets of hours within the same program.

Eligibility for Additional Terms

An individual may receive an education award only for the first and second terms of service in an approved AmeriCorps position. (Please note that an unsuccessful or incomplete form counts as a term of service for these purposes.) In addition, there are strict limits on the use of federal funds to support an individual serving in a third, or subsequent, term. While members may, in some cases, serve more than one term, mere eligibility for an additional term of service does not, however, guarantee selection or placement. You must base member eligibility for a subsequent term of service on at least a mid-term and end-of term evaluation of members' performance, that demonstrates but is not limited to: (1) members satisfactorily complete required number of hours, (2) members complete assignments, tasks or projects satisfactorily and (3) members perform satisfactorily in criteria that you clearly communicated both orally and in writing at the beginning of the term of service.

Member Eligibility

An eligible member is an individual: who is a U.S. citizen, U.S. national or lawful permanent resident alien of the United States; who is at least 17 years of age at the commencement of service unless the member is out of school and enrolled (a) in a full-time, year-round youth corps Program or full-time summer Program as defined in the Act (42 U.S.C. §12572 (a) (2)), in which case he or she must be between the ages of 16 and 25, inclusive, or (b) in a Program for economically disadvantaged youth as defined in the Act (42 U.S.C. §12572 (a)(9)), in which case he or she must be between the ages of 16 and 24, inclusive; or has a high school diploma or an equivalency certificate [or agrees to obtain a high school diploma or its equivalent before using an education award] and who has not dropped out of elementary or secondary school in order to enroll as an AmeriCorps member (unless enrolled in an institution of higher education on an ability to benefit basis and is considered eligible for funds under section 484 of the Higher Education Act of 1965, 20 U.S.C. §1091), or who has been determined through an independent assessment conducted by the Program to be incapable of obtaining a high school diploma or its equivalent (provided that the Corporation has waived the education attainment requirement for the individual).

Selection

Each AmeriCorps program selects its members and the selection criteria may vary. However, your selection process must be non-partisan, non-political and non-discriminatory. Additionally, your program must establish minimum qualifications according to the service that members provide. Successful completion of an AmeriCorps orientation period is a mandatory qualification for members. You also must ensure that you do not displace any existing paid employees. We encourage you to select members who possess leadership potential as well as a commitment to the goals of the national service program, regardless of educational level, work experience, or economic background.

Member Benefits

Full-time Members

Generally, you must provide a living allowance of between \$9,000 and \$18,000 per year to your full-time members. However, the amount of the living allowance that you may pay members with our funds and other federal funds may not exceed 85% of the minimum living allowance, or \$7,650.

Part-time Members

We do not require you to provide a living allowance to part-time members. On the other hand, if you choose to provide part-time members with a living allowance, you may prorate their allowances according to the number of hours that they serve per year. For example, the living allowance for a part-time member who serves 900 hours can range from \$0 to \$9,000. The total contribution of our funds and other federal funds towards this living allowance cannot exceed 85% of the prorated, full-time, minimum living allowance. In the example of a part-time member who serves 900 hours, the maximum Corporation/federal contribution is \$4,050. We derive this number from the following calculation, $(85\% \times [\$9,000 \times 900/1700])$.

Exceptions

Prior Existence. If your program existed prior to the National and Community Service Trust Act of 1993 (September 21, 1993), the law does not require you to provide living allowances to your members. If you choose to offer living allowances, they are exempt from the minimum requirement but not from the maximum requirement. Thus, you may offer full-time members living allowances between \$0 and \$18,000. If the allowance is less than \$9,000, the portion that you may pay with the Corporation's and other federal funds cannot exceed 85%. For example, if a program chooses to pay its full-time members \$5,000, we will pay up to 85% of that amount, or \$4,250.

Waiver or Reduction of Living Allowance. We may, at our discretion, waive or reduce the living allowance requirements of your program. You must demonstrate to our satisfaction that such requirements are consistent with the objectives of your program. Additionally you must show that without living allowances members will

be able to meet the necessary and reasonable costs of living in the area in which the program is located. These costs include food, housing, and transportation.

Residential Program. If we have granted a waiver or reduction of the living allowance and your program provides your members room and board, we will consider, on a case-by-case basis, allowing the portion of that living allowance that may be paid using Corporation and other federal funds to be between 85% and 100%.

Education Awards

Most AmeriCorps members who successfully complete a term of service will receive education awards for each year up to two years of service. Full-time members receive education awards of \$4,725. Part-time members who serve 900 hours receive \$2,362.50, half of \$4,725. Members who complete between 300 and 900 hours receive prorated awards based on \$2,362.50. Members may use their education awards up to seven years from completion of service. They may use their awards to pay for any combination of: (1) the costs of attendance at a qualified institution of higher education; (2) the costs of approved school-to-work programs; or (3) the costs of repaying qualified student loans.

While they serve, members who have outstanding qualified student loans may be eligible for forbearance on their payments. To qualify, they must contact their loan holders. Upon successful completion of members' terms of service, we will make payments for interest that accrued during the period of forbearance.

Child Care

You must make child care available to any full-time member who is eligible for and needs such assistance in order to participate in the program. We directly fund child care. We pay 100% of the allowance as defined by payment rates of the Child Care and Development Block Grant (CCDBG). We can provide technical assistance to your program. We can help you determine member eligibility, provider eligibility and child care allowance. Direct payments will be made to the child care providers. We base member eligibility for childcare on need. Members' needs must to be consistent with the Child Care and Development Block Grant Act of 1990:

- total family income of members must be less than 75% of the state median income, as defined by the state under CCDBG guidelines;
- members must reside with and be a parent or guardian of a child under the age of 13;

If when you accept members in your program they are receiving and continue to receive child care assistance from other sources such as a parent or guardian, they are ineligible for child care from your program. On the other hand if members become ineligible for assistance because of their enrollment in your program, or the member certifies that he or she needs child care in order to participate in the program, you may provide childcare.

Health Insurance

You must provide full-time members with health insurance at the time you accept him or her into your program if the member is not otherwise covered by a health insurance

policy that provides the minimum benefits below. If, as a result of participation, or if, during the term of service, a member loses coverage through no deliberate act of his or her own, such as parental or spousal job loss, you must provide the member with a basic health insurance that meets our requirements.

Health Insurance Requirements

You must provide health insurance coverage for eligible members. You may obtain health insurance for your members through any provider you choose, as long as the policy provides the minimum benefits and is not excessive in cost.

Minimum benefits

If your program has health insurance coverage, the coverage must provide or exceed these minimum benefits.

Covered Services

- physician services for illness or injury
- hospital room and board
- emergency room
- x-ray and laboratory
- prescription drugs

Limited Coverage

- mental/nervous disorders
- substance abuse

Annual limits

Deductible:

Not more than \$250 per individual

Coinsurance:

Member pays no more than 20% or alternatively, a comparable fixed fee. Exception-mental and substance abuse may require a 50% co-payment

Out-of-pocket:

Not more than \$1,000 per individual

Maximum Benefit:

At least \$50,000

If you elect to use a current health insurance policy that meets the above minimum benefit requirements, upon selection we may require you to provide specific information on the benefits and policy.

Corporation Share of Health Insurance

We pay 85% of the cost of a policy that meets the above requirements as long as we do not determine the cost to be excessive. We do not pay any share of the cost of the

policy that does not include the minimum benefits. Nor do we cover any person other than members.

Health Insurance for Part-time members

In general, we do not pay the costs of health benefits for part-time members unless they serve full-time for a sustained period of time. For example, members may receive benefits when they serve in a summer program for thirty-five hours per week with other members who receive health benefits.

Service Gear

You may use grant funds to pay for a standard Service Gear package (AmeriCorps t-shirt, sweatshirt, hat, pin, decals and buttons) for members. While it is optional, we encourage you to provide this package to your members. See page xx for details. We will pay up to \$150.00 per member for additional safety apparel that is necessary for members to perform their daily service with a justification in the budget narrative.

Reasonable Accommodation For Disabilities

Programs and activities must be accessible to persons with disabilities, and you must provide reasonable accommodation to known mental or physical disabilities of otherwise qualified members, service recipients, applicants, and program staff. All selections and project assignments must be made without regard to the need to provide reasonable accommodation. By far, the vast majority of accommodations are inexpensive. For those limited cases where reasonable accommodations are more costly, there is money available through state commissions to provide accommodations for members.

Grievance Procedures

You must establish a grievance procedure for members who believe that they have been unfairly released and for other grievances filed by members or other interested parties. The procedures must include an opportunity for hearing and binding arbitration within statutory deadlines. Additionally, we encourage programs to establish an alternative dispute resolution procedure, such as mediation.

Prohibited Service Activities

While charging time to the AmeriCorps Program, accumulating service or training hours, or otherwise engaged in activities associated with the AmeriCorps program or the Corporation, staff and members may not engage in the following activities:

- a. Any effort to influence legislation.
- b. Organizing or engaging in protests, petitions, boycotts, or strikes.
- c. Assisting, promoting, or deterring union organizing.
- d. Impairing existing contracts for services or collective bargaining agreements.
- e. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.

- g.** Engaging in religious instruction; conducting worship services; providing instruction as part of a Program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
- h.** Providing a direct benefit to:
 - i.** a for-profit entity;
 - ii.** a labor union;
 - iii.** a partisan political organization; or
 - iv.** an organization engaged in the religious activities described in the preceding sub-clause, unless Grant funds are not used to support the religious activities.
 - v.** a nonprofit entity that fails to comply with the restrictions contained in section 501(c)(3) of Title 26, except that nothing in this section shall be construed to prevent members or participants from engaging in advocacy activities undertaken at their own initiative.
- j.** Voter registration drives by AmeriCorps members. In addition to being an unacceptable service activity, Corporation funds may not be used to conduct a voter registration drive.
- k.** **Clerical work, research, or fund raising activities unless such activities are incidental to the member's direct service activities.**
- l.** Other activities as the Corporation determines will be prohibited, upon notice to the Grantee.

Individuals may exercise their rights as private citizens and may participate in the above activities on their initiative, on non-AmeriCorps time, and using non-Corporation funds. The AmeriCorps logo should not be worn while doing so. In your application for funds, you should specify the actions you will take to ensure that members do not engage in improper activities. Suggestions for how to comply with this requirement include signing a certification that contains a listing of prohibitions, including a list in your members' training manuals or adding a clause to members' contracts that prohibit them from engaging in prohibited activities.

PART THREE: GRANT TERMS AND REQUIREMENTS

Grant Period

We generally give a three year programmatic approval with an initial one-year grant award. Most first-time awards will cover a period that includes one year of operation and a start-up phase if your program is completely new. Applications must include proposed activities and a detailed proposed budget for the first year of operation, estimated funds you will need in the second and third years of operation and program objectives for the entire award period.

If we approve your application and enter into a multi-year award agreement, we will provide funding at the outset only for the first year of the program. The Corporation has no obligation to provide additional funding in connection with the award in subsequent years. Funding for the second and third years of an approved program is contingent upon satisfactory progress in relation to the approved objectives, submission of proposed changes in activities or objectives and a detailed budget and budget narrative for the applicable program year, the availability of funds, and any other criteria established in the award agreement. If your program is currently in its third year of operation, you will need to submit an application in accordance with guidelines for new applications.

Sizes of Grants and Restrictions

The grant size will vary by circumstance, need and program model. You may have only one application covering a particular project pending before the Corporation at one time. For example, if a national nonprofit organization includes a local affiliate in its application to us, the local affiliate may not seek additional funds for the same project through an AmeriCorps*State application.

Match Requirements

Programs must provide and account for matching funds. We require all programs to raise some funds from the private sector, e.g., corporations, foundations, individuals, local businesses, and non-profit organizations. Our statute requires, at a minimum, the following aggregate matches: Member Support Costs (at least 15%) including living allowance, FICA, Unemployment Insurance, Worker's Compensation and Health Insurance; and Program Operating Costs (at least 33%) including Staff, Operating Costs, Internal Evaluation and Administration.

The match for member support costs (excluding health insurance) must be in non-Federal cash. You may provide your share of operating costs in cash or in kind, and may use non-Corporation Federal funds as match if permitted by the rules governing those Federal funds.

Types Of AmeriCorps Grants

Reminder: In 2000, all programs that are currently in their third year of operation with AmeriCorps funding must reapply as new programs, following these application guidelines.

Operating Grants

Operating grants support fully-developed plans to establish a new national service program or to support, expand or replicate existing national service programs. We may award operating grants for the purpose of replicating successful program models at other sites. We define replication as taking an existing program model and using it in a different setting with a different administrative structure.

Education Awards Program

If you wish to apply for the Education Awards Program, do not use these application guidelines. We provide an allotment of national service education awards to organizations that can support program and participant costs through other sources that meet the AmeriCorps program requirements, and that are judged to be high quality according to the selection criteria. Under this program, we waive some of the AmeriCorps program requirements. Education Awards Programs do not have to provide child care, a living allowance or health care to participants. We have a separate set of guidelines for this program that you can request.

PART FOUR: REVIEW PROCESS AND SELECTION CRITERIA

We frequently receive far more funding and project requests than we can award. We select applications using an extensive, multi-stage process that may include reviews by state commissions, peer review panels and Corporation staff with approval when appropriate, by our Chief Executive Officer or Board of Directors.

During the peer review process we use outside experts including community service practitioners, educators, administrators, former national service participants and specialists in the areas of environment, public safety, education and other human needs to evaluate the quality of applications. During the staff review we determine the relative quality among applications but also consider statutory funding requirements. Before staff recommends a program for approval, we may conduct interviews in person or through conference calls.

The following is a list of characteristics of the programs we fund including statutory requirements we must consider:

- programs that are high quality, innovative, have the potential to be replicated by programs in other areas and that can sustain themselves or the service activities with other support when the grant period ends;
- a wide range of program designs and approaches to community service that meet community needs;
- programs that are geographically diverse across the state, region or country and include urban and rural areas;
- programs that sponsor AmeriCorps activities in areas officially designated as Empowerment Zones or Enterprise Communities by the U.S. Department of Housing and Urban Development and the U.S. Department of Agriculture;
- programs in areas affected by military downsizing;
- programs that demonstrate they can effectively develop and administer an AmeriCorps program with proper supervision, monitoring, evaluation and financial controls;
- programs that propose to foster Federal Work Study students in community service; and
- applicants who submit applications from small states as defined by the Corporation.

In addition, we seek a diverse participant pool that includes young and older adults, a balance of individuals who have not attended college and those with college education experience, approximately equal numbers of men and women, individuals with disabilities and individuals of all races, ethnicities and diverse economic backgrounds.

Selection Criteria

We use the following criteria to determine quality and select programs and projects that will receive assistance. These criteria apply to program outcomes as well as the initial selection. State commissions may include additional criteria for programs they propose to fund with formula funds.

Program Design (60%)

Getting Things Done

- Well-documented compelling community need
- Well-designed activities with measurable goals and objectives that meet community needs
- Well-defined roles for participants that lead to measurable outcomes or impact
- Effective involvement of target community in planning and implementation
- Ability to provide or secure effective technical assistance

Participant Development

- Effective plans for recruiting, developing, training, supervising, and recognizing participants
- Well-designed activities that promote an ethic of service and civic responsibility
- Well-designed plan to engage participants in high-quality service learning as defined by the Corporation*

Strengthening Communities

- Strong community partnerships, including well-defined roles for community partners
- Potential for sustainability, innovation, or replicability of project activities
- Enhanced capacity of organizations and institutions
- Mobilization of community resources, including volunteers
- Bring together people of diverse backgrounds

Organizational Capacity (25%)

- Ability to provide sound programmatic and fiscal oversight
- Sound track record in the issue area the project will address
- Well-defined roles for staff and administrators
- Well-designed plan or systems for self-assessment, evaluation and continuous improvement

Budget/Cost Effectiveness (15%)

- Adequate budget to support program design
- Commitment of applicant organization or host agency to securing resources for program implementation or sustainability
- Cost-effective within program guidance

*We encourage all applicants to include service-learning activities in their program design. However, this is only a selection criteria for Learn and Serve America

The bullets under each subheading describe what we consider important and what you should include in your application narrative. Program Design includes three sub-categories and represents 60 percent of the basis we use to evaluate and select each program. The relative importance and rank order of the sub-categories for AmeriCorps is Getting Things Done, Participant Development and Strengthening Communities.

Reporting Requirements For Applicants Previously Funded By The Corporation

If your program is continuing or recompeting as a new applicant under these guidelines, all reporting from previous grant years must be up-to-date. Our staff will consider your program's record regarding timely receipt of reports and forms when making final funding recommendations.

PART FIVE: AMERICORPS* NATIONAL APPLICATION INSTRUCTIONS

Notice of Intent to Submit

If you plan to submit an application, please send us a notice by June 26, 2000 addressed to:

Maria Diaz
Corporation for National Service
1201 New York Avenue, N.W.
Washington, D.C. 20525

or email her at mdiaz@cns.gov

The notice should include the name of your organization, address, contact person and phone number. It should simply state that you plan to submit an application for AmeriCorps*National funds on July 25, 2000. If you do not send a notice of intent to submit, you may still submit an application. Conversely, if you send a notice of intent to submit, you are not obligated to submit an application. The notice of intent to submit simply helps us to plan more efficiently for our review.

Compliance Requirements

Parent Organizations must submit one unbound, single-sided original and two (2) copies of the application. Submissions must arrive at the Corporation no later than 5:00 p.m., Eastern Time, July 25, 2000. Send to Box ACN, Corporation for National Service, 1201 New York Ave., NW, Washington, DC, 20525. Facsimiles will not be accepted.

Type and double-space the submission package in not less than 12-point font size, with one-inch margins. Please number the narrative pages. You must follow the page limits specified above. We will not accept appendices. This includes annual reports, videos, brochures or any supplementary material not requested in the application.

We will not review any submission that does not comply with all of the above requirements except under extenuating circumstances as determined by us.

Review Criteria

The evaluation criteria and their respective percentage weights are:

Organizational Capacity	25%
Budget/Cost Effectiveness	15%
Program Design	60%
Getting Things Done	
Member Development	
Community Strengthening	

In the Parent Organization Narrative *and* Operating Site Narrative sections below we provide a thorough explanation of what you need to write in each section. This is also the criteria we will use to evaluate each section.

Submission Information

The AmeriCorps*National application comprises two major components: the Parent Organization application (20 pages maximum in the program narrative plus the budget, budget narrative and funding request chart) and operating site applications (6 pages maximum per site in the program narrative plus the budget, budget narrative and objectives).

Include page numbers sequentially and submit in the following order:

I. Parent Organization Section

- Parent Organization Title Page. (Behind the Parent Organization Title Page place a copy of each Operating Site Title Page in the original, unbound copy only.)
- Funding Request Chart
- Table of Contents
- Executive Summary (1 page)
- For current AmeriCorps grantees only: Summary of current program accomplishments (1 page)
- Parent Organization Narrative (20 page maximum)
- Parent Organization Budget Narrative and Budget Form

II. Operating Sites Section: Each operating site application must include the following:

- Title Page
- Program Narrative (6 page maximum)
- AmeriCorps Program Objectives Summary Form
- Budget Form and Budget Narrative

III. AmeriCorps Leaders Narrative

You may apply only if your organization has a currently funded AmeriCorps program. If you are applying for AmeriCorps funds for the first time, you are not eligible to host an AmeriCorps Leader.

IV. Certifications and Assurances

V. Table of Contents (one page)

Provide a table of contents that includes each of the Parent Organization application items and their page numbers and each of the operating site application items and their page numbers.

VI. Executive Summary of the AmeriCorps Program (no more than one single-spaced page)

Provide a clear overview of the program. Be succinct and as comprehensive as possible. Include a mission statement for the program, a statement of need and expected impact of the program, and a summary of the program design. The program design should at minimum summarize how you will achieve impacts.

For Current AmeriCorps grantees only:

Summary of current AmeriCorps Program impact (no more than one single-spaced page)

Provide a clear description of program impact (include all years of AmeriCorps funding) and accomplishments in all three objective areas.

VII. Parent Organization Narrative (no more than 20 double-spaced pages)

The Parent Organization narrative provides a complete description of the parent organization role and responsibilities in the administration of the AmeriCorps grant. The parent organization narrative comprises 40% of the total score: 25% organizational capacity and 15% budget/cost effectiveness. Provide the information requested below, organized and labeled in the stipulated categories.

A. Organizational Capacity (25% of parent organization score)

This portion of the parent organization narrative describes your ability, systems, experience and plans for managing a complex, multistate initiative. You should provide clear information that addresses each section in detail.

Ability to provide sound programmatic and fiscal oversight:

Past experience with comparable programs: your past experience and institutional capacity to operate and monitor a program comparable to the one proposed, including your ability to recruit and train staff; previous experience operating a multi-site program.

Relationship to operating sites: nature of your current relationship as well as previous program and funding relationships with all sites (affiliates, members or grantees of Parent Organization).

Capacity to monitor: previous experience monitoring and overseeing multi-site programs and specific monitoring experience with the proposed AmeriCorps sites, process that will enable you to effect change and address issues as needed at the site level; description of systems to track program progress toward program objectives, identify issues, strengths and weaknesses, and share information with programs; procedures for providing feedback.

Capacity to manage finances: show how this program will fit within the total operating budget of your organization; provide an organizational chart showing where you will place the program within your organization; describe experience in administering a federal grant; describe your capacity to provide on site

monitoring of financial and other required systems utilized to administer the AmeriCorps grant.

Principal program and fiscal staff: key staff positions at Parent Organization who will be responsible for the program and percentage of time dedicated to the AmeriCorps program; background and experience of these staff members; experience with federal grants; plans to recruit, select, train and support additional staff.

Ability to assess systems and train operating site financial managers: previous experience in assessing operating site *fiscal* systems and in training local site financial managers; assessment conducted to ascertain feasibility of operating an AmeriCorps program; plans to assess systems in the future and to train operating site fiscal managers.

Sound track record in the issue area(s) that the project will address:

Overall description of organization: vision, mission and objectives of your organization; organizational chart (one page maximum) that shows size and structure, how this program will fit into that structure and how it relates to the mission of the parent organization; experience your organization has with the programmatic initiatives you proposed in this application; relevant major accomplishments.

Mission: a mission statement expressing your vision regarding the three key goals of national service:

- getting things done,
- strengthening communities, and
- developing members' citizenship and skills.

And a description of how you will achieve ultimate impacts (you should gear the mission statement to the most ambitious goals you think are achievable); how this mission relates to the mission of the Parent Organization.

Other: institutional or programmatic collaborations or partnerships you will involve in operating the program; relationship between you and community partners; methods for ensuring that operating sites comply with assurances and certifications.

Well defined plans or systems for self assessment, evaluation and continuous improvement:

Site identification: identification of the specific operating sites you selected; process and rationale you used for site selection; involvement of the sites in the design of the concept and service activities.

Building a National Program: leadership role of your organization in conceptualizing the program with operating sites; plans to train your staff responsible for the AmeriCorps program; how you will connect and coordinate the operating sites through common program elements or activities; how you will

link the operating sites together; specific forms of communication, training you will develop between sites; plans to ensure that your mission and vision for the AmeriCorps program and activities are maintained at all sites, your plans to encourage programming within the Corporation family of programs (cross-stream programming).

Capacity to provide training/technical assistance: previous experience you have providing or securing technical assistance to multi-site programs; training workshops, on-site consultant assistance or any other type of technical assistance that you have offered; types of materials you have developed for previous projects.

Training/technical assistance/material development: anticipated technical assistance activities including individualized consultations, national or regional training workshops/conferences, on-site problem solving; training and support to operating sites on how to recruit, train and supervise members; plans to help local programs meet Corporation requirements; types of materials you will develop for dissemination to site staff and/or members.

Evaluation: plans to provide evaluation training and technical assistance to operating sites; plans (if any) to design and conduct evaluations; plans to develop regular feedback from your primary stakeholders and how you will use feedback to improve the program quality.

B. Budget/Cost Effectiveness (15% of parent organization score)

This section specifically focuses on your systems, experience, ability, and plans for management of the fiscal responsibilities related to the grant.

Budget that supports the program design: extent of site involvement in budget preparation; program narrative, budget and budget narratives correspond; budget reflects program goals and design; match requirements are met; costs clearly demonstrate support for the AmeriCorps program component; costs across sites demonstrate appropriate consistency with one another as well as with national program goals.

Cost-effectiveness: overall cost per *Full Time Equivalent (FTE)* meets requirements; your matching contributions demonstrate organizational support for the program, at the headquarters and at the operating sites; ability to fulfill your responsibilities as the parent organization within the budget.

Sustainability: ability to leverage structural and financial resources within communities including recruitment of other non-paid volunteers from the community and support from the private sector; plans for sustaining the program beyond the grant term; how you will assist operating sites in building future support for the program.

Local financial information and support: operating sites' efforts to build community support, both financially and programmatically; how the sites will meet the financial matching requirements; plans for sustaining the program beyond the grant term; program's relationship with and support from relevant

local units of government, community-based organizations, members, citizens and others.

C. Objectives (optional)

Some national AmeriCorps programs have objectives that are similar for all sites. In this case, a program can present an aggregate set of objectives for the whole program. You may elect to submit ONE objectives summary form that combines all of the information from all sites into one summary statement for each objective. **THIS IS IN ADDITION TO THE INDIVIDUALIZED OBJECTIVES FOR EACH OPERATING SITE AND IS OPTIONAL.**

Complete the AmeriCorps Objectives Worksheets following the instructions. Your objectives should be clearly linked to the program narrative and focus on the areas in which you expect to make the greatest impact. Allow time so that you address all of the components needed in developing an objective. Once you have completed a worksheet for each objective **FOR EACH SITE**, transfer each summary statement onto the AmeriCorps Program Objectives Summary Form and attach to the back of the Parent Organization narrative. Submit all worksheets and the form to your state commission for review. Submit only the AmeriCorps Program Objectives Summary Form to us. **THE WORKSHEETS ARE FOR YOUR USE ONLY. PLEASE DO NOT SUBMIT THEM WITH YOUR APPLICATION.**

D. Budget Form and Narrative

Complete the Parent Organization budget form and include a budget narrative according to the instructions.

E. Assurances and Certifications

Read the certifications and assurances carefully. When you have done so, complete the form that certifies that the organization will comply with all the required Federal assurances and certifications.

VIII. Operating Site Narrative (no more than 6 pages per site)

This section describes the structure of the program at the site level. This includes the systems that provide for management, the partnerships that are a part of the program design, the community service and strengthening community activities of the members, and the training and development of members. Please provide in the stipulated order. The operating site narrative and the accompanying objectives for each category are 60% of the total score. In this section “you” refers to the operating sites and not to the Parent Organization. You should provide clear information that addresses each section in detail.

A. Getting Things Done

Community Needs: compelling community need(s) your program will address; process by which the local community identified the needs; how the program objectives meet the community need; the desired change or impact your program will have on the community.

Proposed Activities: community service activities that members will perform; how the activities will help meet the goals of the program and impact the identified need(s); how "getting things done" objectives directly relate to the activities of the members and how you will measure outcomes or impact; criteria you will use for selecting service projects; description of a "typical day" for a member, including collaborations and partnerships integral to the program design; involvement of the community in planning and implementation of the program; how the operating site will place and supervise members; how you will prepare service sponsors and host sites for their AmeriCorps participation.

Monitoring and Evaluation: systems to monitor progress toward annual objectives; how will you collect basic demographic data on AmeriCorps members and program activities; systems to ascertain technical assistance needs; on-going processes you will use to monitor the program impact within the community; regular feedback processes from your primary stakeholders and how you will use feedback to improve quality.

B. Participant Development

Member Profile: recruitment and selection process you will use, including the optional use of the national referral system; expected number and characteristics of members, including racial or ethnic background, age, socioeconomic status, gender, educational attainment; member selection criteria, including minimum qualifications for members and any specialized skills required to carry out service assignments; measures that will ensure diversity; how you will place and supervise members; how you will prepare service sponsors and host sites for their AmeriCorps participation and how you will provide on-going support.

Ethic of Service: how you will develop a sense of AmeriCorps identity among the members and in the community; how members will develop an understanding of good citizenship and how they will inspire more members of the community to adopt an ethic of service; methods to ensure that AmeriCorps members build relationships with one another within each program site with people of diverse backgrounds, as well as with AmeriCorps members in other programs and sites.

Training and Development activities: member training plan for the year with specific information on member training that prepares them for their term of service including opportunities for certification in related areas; provide a chart or list that includes as much of the following information as possible: training topic(s), number of members at the training, date of training, length of training; training opportunities you will make available to AmeriCorps members during the program year; how you will involve members in planning and implementation of program.

C. Strengthening Communities

Community you will serve: how AmeriCorps member activities will strengthen the community; description of community and relationship between your

program and community; how your AmeriCorps program fits the overall mission of the agency; ways in which the program you propose builds on existing programs and does not duplicate a program already in the community.

Community partnerships: the process you used for selecting the community partners with whom the AmeriCorps members will perform service; the role each partner organization will play, including responsibility for various program aspects such as recruitment, design of program service activities, training, supervision, evaluation and grants management; how you will build support for the program among a variety of community sectors and bring together people of diverse backgrounds; how you will cultivate, strengthen and expand partnerships; the types of support and coordination you have with local governments, community based organizations, and others.

Mobilization of community resources: how you will recruit and utilize non-compensated volunteers; a strategy you will use to build the capacity of the community to support the service activities of this program when federal funding no longer supports it; description of communication with relevant State Commissions and Corporation State Offices where you propose to operate sites, specific plans for collaborations, including but not limited to how you propose to participate in activities, service events, networking, and training; how you will communicate and collaborate with other AmeriCorps or Corporation funded programs.

D. Objectives

Complete the *objective worksheets* following the instructions. Your objectives should be clearly linked to the information in the program narrative and should focus on the areas in which you expect to make the greatest impact. Completing the worksheets insures that you have addressed all of the components of the objective. Once you have completed the *worksheet* for each objective, transfer all of the summary statements (step 6) of the objectives onto the objective summary form and attach to the back of the operating site narrative. **THE WORKSHEETS ARE FOR APPLICANT USE ONLY. PLEASE DO NOT SUBMIT THEM WITH YOUR APPLICATION.** If you have more than 3 objective in a category, be sure to add additional objectives summary forms. In future discussions, Corporation staff may request to review the *worksheets* used to develop the objectives, therefore it is recommended that you retain them for your records.

E. Budget and Budget Narrative

Prepare a budget narrative following the instructions. From the budget narrative, complete the form. If you are applying for an AmeriCorps Leader you must include costs for the Leader in the budget.

F. Assurances and Certifications

Read the certifications and assurances carefully. When you have done so, complete the form which certifies that your organization will comply with all the required Federal assurances and certifications.

IX. Continuation Instructions

General Submission Information. Continuation instructions apply only to programs that are currently in their first or second year of operation. You should include the information below in your continuation request. .

A. Parent Organization

- Parent Organization Title Page
- Copies of each Operating Site Title Page (included behind the Parent Organization Title Page in the original document only)
- Funding Recommendation Chart
- Parent Organization Year Two or Year Three Plan (maximum 4 pages)
- Parent Organization Budget and Budget Narrative

Contents of Parent Organization Year Two or Year Three Plan

(maximum 4 pages).

Please elaborate only on areas where the year two/three plan differs from the previous year's program. The rationale for making these changes to the program should be clear. If the program will expand, describe the expansion and how it will be managed. Describe changes or improvements in:

- Role of the Parent Organization.
- Leadership and Organizational Capacity.
- Cost-effectiveness and Sustainability.

Special attention should be paid to changes:

- that demonstrate cost saving changes and/or increased financial efficiency due to lessons learned.
- that enhance potential for sustainability of the program beyond the term of the grant. AmeriCorps programs should be designed to leverage the structural and financial resources within Parent Organizations and communities.
- that detail plans to raise additional private sector resources.

B. Continuing Operating Sites (Each operating site submission should follow the same format.)

- Operating Site Title Page
- Operating Site Year Two or Year Three Plan (maximum 3 pages)
- Objectives Worksheet
- Operating Site Budget and Budget Narrative

Contents of Operating Site Year Two or Year Three Plan (maximum 1-2 pages)

Please elaborate only on areas where the year two/three plan differs from the previous year's program. The operating site narrative should not repeat information provided in the Parent Organization narrative, but should illustrate how the program design is implemented at the local level. One operating site narrative should be completed for each operating site that is involved in the program. Areas to cover include:

- Changes in program design.
- Changes in capacity, sustainability, and cost effectiveness.

C. New Operating Sites (replacement or expansion site within budget guidelines)

- Operating Site Title Page
- Narrative describing site, service activities, supervision (maximum 5 pages)
- Program Objectives
- Operating Site Budget and Budget Narrative

Operating Site Year One Plan (for expansion or replacement sites; maximum: 3-5 pages)

Please explain the rationale for including this site in the submission. The operating site narrative should not repeat information provided in the Parent Organization narrative, but should illustrate how the program design will be implemented at the local level. Areas to cover include:

- Program design including program partners, service activities, and community need.
- Capacity, sustainability, and cost effectiveness of this site.

D. Objectives Forms

Complete the objectives worksheet and summary form following the instructions. If objectives are the same for more than one site, you may submit one set with all relevant sites listed at the top of the form.

X. AmeriCorps Leader Narrative

Operating sites may apply only if you have a currently funded AmeriCorps program. If you are applying for AmeriCorps funds for the first time, you are not eligible to host an AmeriCorps Leader.

A. Program Information

Provide the following information. Indicate whether you are requesting a fall or winter placement and the number of AmeriCorps VISTA Leaders and the number of AmeriCorps Promise Fellows you currently have. If your program previously hosted an AmeriCorps Leader, please indicate which year and site location.

B. Program Design (60%)

1. Justification for an AmeriCorps Leader (1 page)

Describe why your program is well suited to provide a quality leadership development experience for an AmeriCorps Leader and how your program will benefit from hosting an AmeriCorps Leader.

2. Leader Development (1 page)

Review the *“Instructions for Developing Service Leadership Activities”* and the *“Service Leadership Competencies”* before completing this section. Clearly outline the needs of your program and the activities and learning objectives you propose for the Leader to meet those needs. Also include the methods by which you will assess the Leader’s skills development during her/his term of service at your site.

3. Program Collaboration and Sustainability (2 pages)

Program Collaboration: Each AmeriCorps Leader will manage local, statewide, regional and national activities that serve to strengthen national service. Review the *“Ambassadorship Overview Sheet”* for guidance in developing appropriate “ambassadorship” or community liaison activities. AmeriCorps Leaders are required to spend at least 25% of their 1700 hours on “ambassadorship” activities. Outline the “ambassadorship” activities that you plan for the Leader to undertake during the year. These activities should reflect the collaborative priorities of the Parent Organization.

Provide additional details about your program’s current “cross-stream” collaborative efforts. If any of the Leader’s “ambassadorship” activities require funding, indicate the source of these funds. Finally, attach a letter from the Parent Organization indicating the type of support they will provide for the Leader’s role in local, statewide, regional or national collaboration efforts. Programs selected to host an AmeriCorps Leader will submit a more detailed “collaboration action plan.”

Sustainability: As AmeriCorps Leaders may serve for only one term, please state how you plan to continue the Leader's primary activities after the term of service is completed.

C. Organizational Capacity (25%) (1 page)

Outline the plan for supervising the Leader. Include the roles and responsibilities of the Leader's supervisor, including meeting schedules, performance monitoring and evaluation, etc.

Also list the types of skills development and administrative support that you will provide or make available to the Leader. For example, will the Leader attend local training events and statewide conferences? Will the Leader participate on the InterCorps Council and be responsible for community-wide service projects? What resources are associated with these activities? (For administrative support, will the Leader have office space, a desk and chair, access to telephone, fax, computer and an e-mail account?) All Leaders and supervisors must have access to the Internet in order to receive e-mails on the Leaders and Site Supervisors listserv. Sites that cannot provide consistent access to the Internet will not be selected.

D. Budget/Cost Effectiveness (15%) (1 page)

Describe how the budget reflects the goals and program design for the AmeriCorps Leader and demonstrates support for the Leader. Do the narrative above, the budget and the budget narrative correspond?



AMERICORPS LEADERS PROGRAM

A Service Leadership Development Program of the Corporation for National Service
INSTRUCTIONS FOR DEVELOPING SERVICE LEADERSHIP ACTIVITIES

The primary emphasis of the AmeriCorps Leaders Program is to develop service leaders. The most important aspect of a program's application to become a Service Site is the service experience the program intends to provide a Leader. A Service Site is responsible for providing supervised leadership service learning experiences designed to combine the competencies learned at training events with the genuine professional challenges of a Service Site. The needs of each program are unique and will provide opportunities for the Leader to utilize and transfer skills to others.

Guidelines for Service Learning Activities

- The Leader must be provided with the time and support necessary to facilitate reflection on action and thus learning and growth.*
- Leaders cannot be used as a staff position, any position for which you would hire a full-time employee (e.g. you have three team leaders and you wish to use the Leader for the fourth team leader,) nor can Leaders serve in a supervisory role.*
- Program coordination is the responsibility of the program director. AmeriCorps Leaders may assist by providing information and resources on best practices or by developing portions of the program such as the training curriculum.*
- Leaders cannot be responsible for 1) evaluating the AmeriCorps Program 2) writing reports for the AmeriCorps program or 3) the program's payroll or budget.*
- Leaders may educate the public as to the needs of the program and members but they cannot solicit funds as AmeriCorps Leaders.*
- While it is understood that all staff members of an AmeriCorps program perform some administrative duties, Leaders are not to serve as administrative staff at your program.*
- All AmeriCorps Leaders are prohibited from the same activities as AmeriCorps members outlined in the AmeriCorps Member Handbook. Specifically, they cannot influence legislation, organize protests, petitions, boycotts or strikes; promote, deter, or assist in union activities; engage in partisan activities or any activities designed to influence the outcome of an election to any public office; religious instruction; conduct worship services; provide instruction as part of a program that includes ministerial duties; provide direct benefits to a for-profit organization.*

Examples of Service Learning Activities

Based on the successes of the Leader's training roles in the past two years, programs are encouraged to develop a role for the Leader that utilizes the service leadership training and information they have received through formal and informal training. Programs are also encouraged to arrange opportunities for Leaders to pass on to both staff and members the knowledge and skills they are gaining. On the next page you will find examples of leadership service learning experiences. Use these examples to plan activities that both meet the Leader's needs and your program's needs.

Activity 1: Present A Session On Motivating, Coaching And Empowering For Team Leaders

The Leader will develop weekly training sessions with team leaders on how to motivate, coach and empower the members on their team. The Leader will facilitate discussion sessions after each training on what motivates team leaders and members.

Leadership Learning Goals:

- understand how individuals working in the service profession are motivated
- identify appropriate methods of motivation
- demonstrate how to share authority, provide resources, mentor, challenge and encourage
- train others in how to motivate

Activity 3: Build The Program's Capacity To Recruit Non-Member Community Volunteers

The Leader will design and implement recruitment activities to engage the community in the work of the program; assist in the planning, placement and training of volunteers, and coordinate a recognition program to celebrate the accomplishments of the volunteers.

Leadership Learning Goals:

- seeks input from internal and external stakeholders
- articulates program vision clearly in written materials and oral presentations
- provides adequate resources to support community volunteers

Activity 5: Coordinate And Develop State-Wide Training Exchange Opportunities

The Leader will work with the State Commission to develop state-wide training exchanges to share best practices among members and staff. The Leader will encourage peer to peer training as well as develop and present at least one workshop that meets the needs of the members.

Leadership Learning Goals:

- provides clear direction, organizes activities, leads by example, anticipates, plans and implements change
- provides resources and coaching for members to develop their sessions
- demonstrates and improves training skills

Other Examples:

- Organize major events and activities that foster effective interagency communication and encourage more citizens to volunteer in their communities.
- Develop and publish resources that meet the needs of members, programs and communities.
- Build bridges between and among AmeriCorps programs, members, local citizens, and community agencies.

Clearly outline the needs of your program, the activities and learning objectives you propose for the Leader, and the method by which you will assess the Leader's competencies following the activities. As a reminder - do not overload the Leader's work schedule. They will need adequate time for reflection in order to learn from their experiences as well as have state-wide and national roles that take at least 25% of their time.

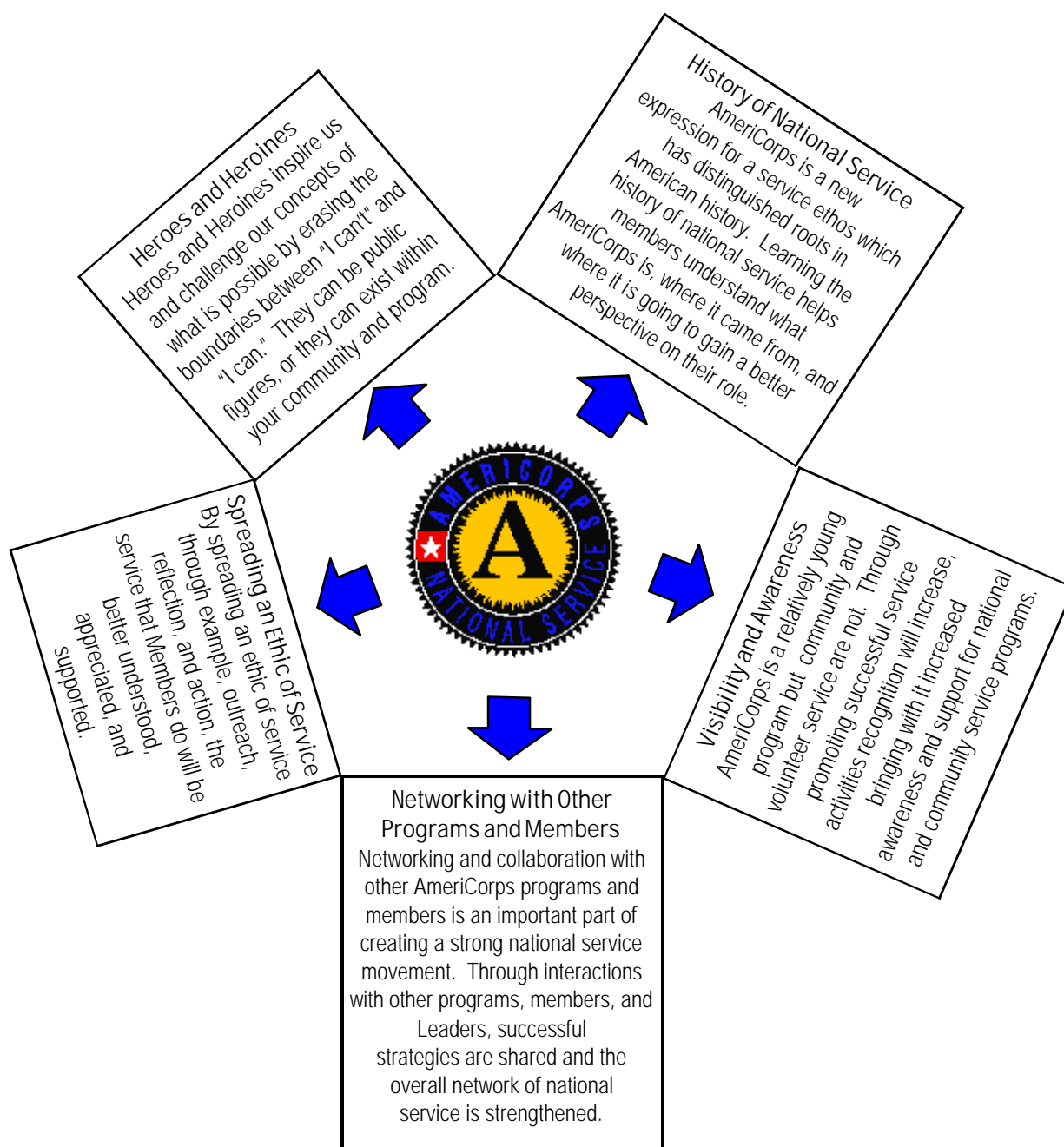


AMERICORPS LEADERS PROGRAM

A Service Leadership Development Program of the Corporation for National Service

AMBASSADORSHIP OVERVIEW

The "Ambassadorship," or community liaison, projects and activities of AmeriCorps Leaders help spread an ethic of service and help others understand and support national and community service.





AMERICORPS LEADERS PROGRAM

A Service Leadership Development Program of the Corporation for National Service

SERVICE LEADERSHIP COMPETENCIES

By the end of the year long assignment as an AmeriCorps Leader, the AmeriCorps Leaders Program staff expect that each participant will have acquired or enhanced certain service leadership competencies and skills. Below we list the thirteen competencies we have identified as essential for leaders in national and community service. With each competency you will find a brief narrative which describes how the Leader can apply these skills at your site. Sites should not expect Leaders to arrive at their Sites with fully developed skills in all areas.



Problem Solving

Participates in problem-solving activities at the Service Site. Learns how to collect objective data in order to identify and analyze problems. Finds alternative yet appropriate solutions to complex problems.



Collaboration & Teamwork

Develops community networks and coalitions and builds consensus by being enthusiastic and cooperative. Applies the skills necessary to make a group function effectively. Is exposed to diverse ideas and individuals with different perspectives and needs.



Verbal Communication & Public Presentations

Is encouraged to give positive feedback to members. Listens effectively and facilitates an open exchange of ideas. Makes clear and convincing oral presentations to members, peers, community members and the press.



Diversity

Manages sensitivity and appreciation of cultural diversity in ethnic background, age, gender, race, sexual preference and other individual differences. Creates an environment which supports diverse perspectives and culturally-based problem-solving techniques.



Leadership

Helps create a work environment that allows members and others to create their own communities. Is able to develop a vision with others who make this vision their own, even in stressful and complex situations. Uses reflection time for self-assessment to evaluate how behavior and actions may influence members, peers and others.



Personal & Professional Goals Development

Learns to develop "visioning" skills. "Goal setting" is based on realistic expectations monitored and evaluated on a regular basis by the Site Supervisor. Assists members and others in their personal and professional goal development.



Motivation, Coaching and Empowerment

Develops self-confidence in members and others by encouraging personal and professional growth. Enables members to take responsibility for their actions. Validates members' needs in order to help them prepare for their roles as professionals.



Training and Facilitation

Provides formal and informal training opportunities for members and peers. Facilitates the learning and growth in members and others.



Decision-Making

Has opportunities to test judgment under pressure and in the face of opposition. Steady exposure to the "real world" where decisions must be made based on inadequate information and where problems rarely get fully solved because new ones keep appearing.



Conflict Management

Recognizes conflict in the early stages. Understands own personal conflict resolution style. Is encouraged to use multiple strategies for conflict resolution.



Written Communication

Expresses simple and complex ideas in an organized manner. Is able to produce publicity materials, reports and other written materials for the Service Site.



Change Management

Introduces the process of change and its influences, both positive and negative, to others. Manages the change process to ensure that desired outcomes are consistently achieved.



Time Management

Manages time effectively by getting as many important tasks accomplished as possible, while maintaining the flexibility to meet others' emerging needs.

PARENT ORGANIZATION SUBMISSION INSTRUCTIONS

Title page

Complete the form following the instructions below. **In the original, unbound application, place a copy of each operating site title page directly behind the Parent Organization title page.**

ITEM 1: Application Type

Check the Parent Organization box. If you are applying for an AmeriCorps Leader at any of your operating site, please check the AmeriCorps leader box as well. You may apply only if you have a currently funded AmeriCorps program. If you are applying for AmeriCorps funds for the first time, you are not eligible to submit an AmeriCorps Leader Application.

Indicate the three year program cycle for which you are requesting funding. For instance, if you are applying as a new program for 2000 check the program cycle 2000–2003.

List the first year this program received AmeriCorps funding. List the program year within the program cycle for which you are seeking funding.

ITEM 2: Legal Applicant/Parent Organization

Supply all the requested information. We will send notification of grant awards to this address.

ITEM 3: Employer Identification Number

Enter your 9-digit Employer Identification Number (EIN) as assigned by the Internal Revenue Service.

ITEM 4: Name of AmeriCorps Program

Enter the name you will give your AmeriCorps Program, i.e. City Scholars, Reading Express, AmeriCorps Health Team. Enter the name and complete mailing address of the Program Director or the person who will have the day to day responsibility for administering the program. This is the contact and address the Corporation will use for publicity purposes and when we send mail directly to programs. If no one has been selected, enter the name of the person we can contact to discuss the programmatic aspects of the program. Indicate that this person is serving in an interim capacity.

ITEM 5: Budget

Transfer the Corporation share from Item 8 on the Parent Organization budget form. This reflects **the total request for Corporation funds**. Also, transfer the total amount from Item 8 on the Parent Organization budget form **for total program cost (right hand column)**.

ITEM 6: Issue Areas and National Priorities

Check the boxes only for the primary types of activities your program will perform. All AmeriCorps programs must address at least one of the issue areas.

ITEM 7: Population to be Served

The Operating Sites on each of their respective title pages will complete this section.
Not applicable to Parent Organizations.

ITEM 8: Certification

Enter the name, title, and phone number of the official who has the authority both to commit your organization to accept Federal funding and to carry out the proposed project. The original ink-signed copy of the authorizing official's signature must be included. **Approval of this application by the Corporation may not take effect until a signed certification is submitted.**

Funding Request Chart

Prepare an overview page summarizing funding requests for all operating sites and for you. This should be a one-page chart that follows the order and format included on the format below.

OPERATING SITE SUBMISSION AND INSTRUCTIONS

We define operating sites as the local organizations that will receive funds to operate the program in a specific site. Each operating site must include a budget for the program and a narrative that describes how you will implement the program in this site. This section should not repeat information provided in your Parent Organization narrative.

Operating Site Title Page: Complete the form entitled Title Page for Program Applicants for each operating site. Following the instructions below, complete the form on page xxx.

ITEM 1: Application Type

Check the Operating Site box. If you are including an AmeriCorps leader application FOR YOUR SITE in this packet, please check the AmeriCorps leader box as well. You may apply only if you have a currently funded AmeriCorps program. If you are applying for AmeriCorps funds for the first time, you are not eligible to submit an AmeriCorps Leader Application.

Indicate the three year program cycle for which you are requesting funding. For instance, if you are applying as a new program for 2000 check the program cycle 2000–2003. List year you first received AmeriCorps funding at this site. List the program year within the program cycle for which you are seeking funding.

ITEM 2: Legal Applicant/Parent Organization

Supply all the requested information. We will send notification of grant awards to this address.

ITEM 3: Employer Identification Number

Enter your 9-digit Employer Identification Number (EIN) as assigned by the Internal Revenue Service.

ITEM 4: Program Director/Title

Enter the name you will give your AmeriCorps Program, i.e. City Scholars, Reading Express, AmeriCorps Health Team. Enter the name and complete mailing address of the Program Director or the person who will have the day to day responsibility for administering the program. This is the contact and address the Corporation will use for publicity purposes and when we send mail directly to programs. If no one has been selected, enter the name of the person we can contact to discuss the programmatic aspects of the program. Indicate that this person is serving in an interim capacity.

ITEM 5: Budget

Transfer the Corporation share from Item H on the Operating Site's Budget Form. This reflects **this Operating Site's total request for Corporation funds**. Also, transfer the total amount from Item H on the budget form **for total program cost (right hand column)**.

ITEM 6: Issue Areas and National Priorities

Check the boxes only for the primary types of activities you will be perform.

ITEM 7: Population to be Served

Check all boxes that apply. (urban, rural, or other). Check the appropriate box if the area you will serve is in a HUD-designated or Department of Agriculture Empowerment Zone or Enterprise Community.

List the counties that your program will directly serve.

ITEM 8: Certification

Enter the name, title, and phone number of the official who has the authority both to commit the organization to accept Federal funding and to carry out the proposed project. The original ink-signed copy of the authorizing official's signature must be included. . **Approval of this**

application by the Corporation may not take effect until a signed certification is submitted.

TITLE PAGE FOR PROGRAM APPLICANTS**AmeriCorps Application**

Please type or print in black ink.

Please leave blank for Corporation use.

Date of Submission: _____

1. Application Type**National**

- ☐ Parent Organization
☐ Operating Site
☐ Education Award Program
☐ AmeriCorps Leader

Other: _____
(Special initiative)**State Commission**

- ☐ Competitive To Be Checked by
☐ Formula State Commission
☐ Education Award Program
☐ AmeriCorps Leader
☐ Statewide Initiative

Other: _____
(Special initiative)**Tribes/Territories**

- ☐ Tribal Program
☐ Territory Program
☐ Education Award Program
☐ AmeriCorps Leader

Other: _____
(Special initiative)Program Cycle: ☐ 2000-03☐ 2001-04☐ 2002-05

Year of first AmeriCorps funding for this program: _____

Program Year: _____

2. Legal Applicant:

Legal Applicant Point of Contact: _____ Title: _____

Address (please do not use P. O. Box): _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____

Email: _____ Web Site: _____

3. Employer I.D. Number: _____**4. Name of AmeriCorps Program:** _____

Responsible Person: _____ Title: _____

Address (please do not use P. O. Box): _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____

Email: _____ Web Site: _____

5. Budget:

	First Year	Second Year	Final Year
Corporation Funds Requested:	\$ _____	\$ _____	\$ _____
Total Program Cost:	\$ _____	\$ _____	\$ _____

6. Issue Areas:

- ☐ Education ☐ Public Safety ☐ Environment ☐ Other Human Needs

Priorities: ☐ National _____ - OR - ☐ State _____**7. Population to be served:**

- ☐ Urban ☐ Rural ☐ Other
☐ Empowerment Zone ☐ Enterprise Community

8. Certification:

The applicant certifies to the best of his/her knowledge and belief that the data in this application are true and correct and that filing of the application has been duly authorized by the governing body of the applicant and that applicant will comply with the assurances required of applicants if the assistance is approved.

Name: _____ Signature: _____

Title: _____ Phone: () _____ Date: _____

AmeriCorps National Direct Funding Request Chart

Prepare an overview page summarizing funding requests for all operating sites and the Parent Organization. This should be a one-page chart that follows the order and format included on the recommended format below.

Program Cycle: ☐ 2000-03 ☐ 2001-04 ☐ 2002-05 Year of first AmeriCorps funding for this program: _____

Date of Submission: _____

<u>Operating Site Name</u> <u>City</u> <u>County Served</u>	<u>State</u>	<u>Corporation Funds/Match Funds</u>	<u>Number of AmeriCorps Positions with Corporation Living Allowance</u>			<u>Number of AmeriCorps Positions without Corporation Living Allowance</u>		
			Full-time	1 Year Part-time	Reduced Part-time	Full-time	1 Year Part-time	Reduced Part-time
<u>Sample:</u> ABC AmeriCorps Baltimore Dade County	WI	\$100,000/\$50,000	25	22	17			
1.								
2.								
3.								
4.								
5.								
<u>Operating Site Subtotal:</u>								
<u>Parent Organization Funding Request:</u>								
<u>TOTAL</u>								
Please indicate intention to apply for Education Awards Program, which would apply toward the average cost per full-time equivalent AmeriCorps member: <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes", please provide approximate numbers of full-time equivalent AmeriCorps members and funding request:							
	<u>Full-time Equivalent AmeriCorps members:</u>				<u>Funding request:</u>			

INSTRUCTIONS: Executive Summary

Please type the Executive Summary.

The purpose of the executive summary is for you to provide short, clear, concise statements about your proposed program. It is, in fact, a series of “sound bites” that paints a clear picture of your program and the service it will complete. ***The Executive Summary is exempt from the double-space rule and may be single spaced.***

Executive Summary of the AmeriCorps Program (no more than one page)

Statement of Need

- The overall purpose of AmeriCorps is to help local communities address critical unmet needs. Provide a description of the critical need that has prompted your organization to submit an AmeriCorps proposal. *Examples: Sometown has a city-wide high school drop out rate of 50%... Only 42% of Sometown's first through third graders read at grade level... Only 2% of the homeless population gets assistance in moving to permanent housing... The pollution in the Sometown River has steadily increased over the past 10 years so that fish and other marine animals are no longer able to live in the River.*

Mission Statement

- Include the mission statement for your agency, organization or collaborative that is supporting the AmeriCorps program. In this case, we define “mission statement” as a description of the overarching purpose of the entity. If there is not a clear connection between the statement of need and the mission of your organization, please describe why it is supporting a program that addresses the need listed above. *Examples of mission statements might be: to enhance awareness and promote citizen involvement in natural resource management; to connect educational institutions with the community in order to facilitate the application of knowledge and learning; to assist individuals and families in accessing community resources.*

Program Goal

- Explain what part of the identified need you will address in your proposed AmeriCorps program. *For instance, if the need is a soaring rate of high school drop-outs in the city, the goal of the program might be to decrease the high school drop-out rate in two high schools.*

Program Summary

- Provide a concise description of your proposed AmeriCorps program. This should include the activities that AmeriCorps members perform to reach the program goal(s) and the expected impact(s) of the program.

For Current AmeriCorps grantees only:

Summary of Current AmeriCorps Program Impact (no more than one page)

- Provide a clear description of the program outcomes and impact (include all years of AmeriCorps funding) and accomplishments in all three objective areas. Relate the impact directly to the need described above and to the specific goal of the program.

INSTRUCTIONS: Budget Narrative for Program Applicants

Please type in black ink.

It will be easier to complete the budget narrative first, using the line items on the form as a guide, and then transfer the totals to the budget form. You should organize the budget narrative in the same order as the Budget Form and clearly identify requested Corporation Share and Grantee Share. Your grantee shares in specific items should meet at least the minimum requirements as described below. **If you are applying for an AmeriCorps Leader, include the costs for the Leader in the budget narrative.**

You must complete the narrative for both funds requested from the Corporation and for other Federal/State/Local/Private funds. Show whether the grantee share is in-kind or in cash and whether the cash match comes from other federal vs. nonfederal funds. For each of the line items contained on the Budget Form, you must provide a full explanation in the budget narrative that explains the item, its purpose and shows how you calculated the cost, in an equation format where appropriate. For example, break travel down into discrete components, and then prepare equations showing the number of anticipated trips, the number of travelers, and the estimated cost.

Budget Item A - Member Support Costs

The narrative should clearly identify the number of members you are supporting by category (i.e. full time, part-time, summer, etc.) and the amount of living allowance they will receive identifying Corporation share and your cash match share. There are limits on the Corporation share of member support costs. See member benefits. Indicate the source of the health insurance coverage and the number of members.

Budget Items B-E - Program Operating Cost

There are limits on the Corporation share of program operating costs. Do not include the living allowance, health care, and childcare costs in the calculation of the program operating costs. There are separate budget requirements for living allowance and health care.

Clearly identify the number of staff, position titles, annual salary, and the percentage of staff time that will apply to the grant. You must include a brief statement of responsibilities for each position.

You must individually list in the budget equipment with a unit acquisition value of \$1,000 or greater.

Our share of administrative costs cannot exceed 5% of total Corporation funds that you actually expend under this award. To arrive at our maximum share of 5%, multiply the sum of Subtotal A, plus Subtotal B through E in the Corporation share column by 5.26%. Your match for administrative costs may not exceed 10% of all direct cost expenditures. If you want to claim more than 10% match in administrative costs, you must have or obtain an approved indirect cost rate. Where appropriate, we will establish an indirect cost rate that you may use for this and other Federal awards. If you are using an indirect rate, you must clearly indicate which Federal agency approved the rate and period of time the approval covers.

You may provide your share of operating costs through cash or in-kind contributions. In-kind contributions are the value of goods or services you or a third party donate in support of the project. The share of funds may come from a number of sources, including federal. However, we also require that you raise some of the funds from the private sector, e.g. corporations, foundations, individuals, local businesses or nonprofit organizations.

Sources and Types of Match Contributions

At the end of the budget narrative, please include a chart that indicates the source and amount (or estimate) of match. An example follows:

Source	Amount in cash	In-Kind	Intended Purpose
Burger Palace	\$1,000	\$500 in food	In-kind will be donated food for service events. Cash will be used for supplies
City Foundation	Range: \$20,000-50,000		Cash will be used for salaries and supplies.
The Book Store		\$1,000 in books	Used for literacy program

Narrative Sample

A sample of a budget narrative for some of the cost categories follows:

	<u>Corporation Share</u>	<u>Grantee</u>	<u>Total</u>
Staff			
1 Program Director: 10% @ \$35,000 = \$3,500 (Overall project management)	\$3,000	\$500	\$3,500
2 Project Coordinators: 100% of time @ \$20,000 each = \$40,000 (Provides daily supervision to members, training, monitoring, progress reports)	\$34,000	\$6,000	\$40,000
Travel to State Commission Workshop			
2 staff x (2 days x \$120 per Diem) + mileage (150 miles x .25 mile) = \$517.50	\$317.50	\$200.00	\$517.50
Training for AmeriCorps members (ACMs)			
100 members x \$50 = \$5,000	\$3,500	\$2,000	\$5,000
AmeriCorps Leader	\$7,650	\$5,350	\$13,000

Projected Budgets for Second and Third Program Year

If you are applying for the first year of the program, include projected budgets for years 2 and 3. If you are submitting information for the second program year, include a projected budget for year 3. You do not have to describe each line item of the projected budget, but you should indicate the line items that you expect to increase or decrease in future years.

INSTRUCTIONS: Parent Organization Budget Form

Please type budget form or recreate comparable form on the computer. **Handwritten budgets will be returned.**

The budget for the Parent Organization does not include any member support costs or operating site costs that are specific to sites. It can include site common costs that you may cover for all sites such as staff training or service gear. In the case where you are also one of the operating sites, you should complete an operating site budget form and narrative to delineate those costs.

Program Cycle

Check the program cycle that corresponds with the year in which you submitted a new application to the Corporation. Give the program year within the program cycle that this budget will cover.

Please provide the name of the Legal Applicant, the Parent Organization and the program name in the space provided.

ITEM 1 Staff

This item refers to the portion of staff costs that are attributed directly to the management of the program. Staff that is indirectly involved in the management or operation of the applicant organization may be funded only through the administrative cost section of the budget.

ITEM 2 Program Management

This item refers to costs that are directly related to managing the AmeriCorps program.

Travel. Costs associated with transportation, lodging, subsistence and other related expenses for site staff and AmeriCorps members to attend Parent Organization-sponsored activities; and for Parent Organization staff to visit programs.

Corporation-sponsored Meetings. Each applicant must include \$2,000 to this line item to cover the cost of Corporation-sponsored technical assistance meetings.

Supplies. Funds for the purchase of supplies, materials, and service gear.

Equipment. Funds for the purchase of equipment are limited to 10% of the Parent Organization budget (line Item 6). Any single item costing more than \$1,000 and having a useful life of at least two years must be listed and justified in the budget narrative.

Other. Allowable costs in this section may include utilities and telephone expenses that are directly and specifically used for the program. They must be equitably prorated if shared with other projects or activities. National office space rental will not be covered using Corporation funds. Each item should be listed and justified in the budget narrative.

ITEM 3 Member-Related costs

Include any common training, education, and other costs that relate directly to program members which the Parent Organization is covering for all sites. Do not include any costs already included in the operating site budgets.

ITEM 4 Internal Evaluation

Costs for activities related to program evaluation, including additional staff time not otherwise budgeted, use of evaluation consultants, purchase of instrumentation and other costs specifically for this activity. If evaluation costs are included at the operating site level, include here only the costs associated with evaluation efforts conducted by the Parent Organization.

ITEM 5 Administration

a. Definitions. Administrative costs means general or centralized expenses of overall administration of an organization that receives Corporation funds and does not include particular Program or project costs. For organizations that have an established indirect cost rate for Federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Circulars A-21, A-87 and A-122. For organizations that do not have an established indirect cost rate for Federal awards, administrative costs include:

- i. costs for financial, accounting, auditing, contracting or general legal services except in unusual cases where they are specifically approved in writing by the Corporation as program costs;
- ii. costs for internal evaluation, including overall organizational management improvement costs (except for independent and internal evaluations of the Program or project that evaluations are specifically related to creative methods of quality improvement); and
- iii. costs for general liability insurance that protects the organization(s) responsible for operating a Program or project, other than insurance costs solely attributable to the Program or project.

Administrative costs may also include that portion of salaries and benefits of the Program's director and other administrative staff not attributable to the time spent in support of a specific Program or project. The principles that pertain to the allocation and documentation of personnel costs are stated in the OMB circulars that are incorporated in Corporation regulations [45 CFR 2541.220(b)].

Administrative costs do not include the following allowable expenses directly related to a Program or project (including their operations and objectives) , such as:

- i. allowable direct charges for Members, including living allowances, insurance payments made on behalf of Members, training and travel;
- ii. costs for staff (including salary, benefits, training and travel) who recruit, train, place or supervise Members or who develop materials used in such activities, , if the purpose is for a specific Program or project objective;
- iii. costs for independent evaluations and any internal evaluations of the Program or project that are related specifically to creative methods of quality improvement;
- iv. costs, excluding those already covered in an organization's indirect cost rate, attributable to staff that work in a direct Program or project support, operational, or oversight capacity, including, but not limited to: support staff whose functions directly

support Program or project activities; staff who coordinate and facilitate single or multi-site Program and project activities; and staff who review, disseminate and implement Corporation guidance and policies directly relating to a Program or project;

v. space, facility and communication costs that primarily support Program or project operations, excluding those costs that are already covered by an organization's indirect cost rate; and

vi. other allowable costs, excluding those costs that are already covered by an organization's indirect cost rate, specifically approved by the Corporation as directly attributable to a Program or project.

b. Limitation by statute. Administrative costs cannot exceed 5% of total Corporation funds actually expended under this award.

c. Fixed 5%. If approved on a case-by-case basis by the Corporation, the grantee may charge, for administrative costs, a fixed 5% of the total of the Corporation funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures. These rates may be used without supporting documentation and are in lieu of an indirect cost rate.

d. Indirect Cost Rates.

i. If grantees have an approved indirect cost rate, such rate will constitute documentation of the grantee's administrative costs including the 5% maximum payable by the Corporation and the grantee match of administrative costs.

ii. If a grantee wants to claim more than 10% match in administrative costs it must have or obtain an approved indirect cost rate. Where appropriate, the Corporation will establish an indirect cost rate that may be used for this and other Federal awards.

e. Consistency of treatment. To be allowable under an award, costs must be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the organization. Furthermore, the costs must be accorded consistent treatment in both federally financed and other activities as well as between activities supported by different sources of federal funds.

To calculate the maximum allowable administrative costs, multiply the total of Items 1-4 by 0.0526. This total is the maximum amount the applicant may request from the Corporation for this line item.

ITEM 6 Total Parent Organization Budget.

Add Items 1 through 5.

ITEM 7 Total Aggregate Operating Sites Budget.

ITEM 8: Total Program Budget.

PARENT ORGANIZATION BUDGET FORM (For National Direct Applicants Only)

AMERICORPS

Program Cycle: ☐ 2000-03

☐ 2001-04

☐ 2002-05

Program Year: _____

☐ Original

☐ Revised

(Date of revision)

Please attach the budget narrative to this page.

Legal Applicant Name: _____

Parent Organization: _____

Program Name: _____

1. Staff	Corporation Share	Grantee Share	Total
Salaries	_____	_____	_____
Benefits	_____	_____	_____
Training	_____	_____	_____
Other (please specify in Budget Narrative)	_____	_____	_____
SUBTOTAL 1.	<div></div>	<div></div>	<div></div>

2. Program Management			
Travel	_____	_____	_____
Corporation sponsored training	\$2,000	_____	_____
Supplies	_____	_____	_____
Equipment	_____	_____	_____
Other (please specify in Budget Narrative)	_____	_____	_____
SUBTOTAL 2.	<div></div>	<div></div>	<div></div>

3. Member Related Costs			
Training and Education	_____	_____	_____
Other (please specify in Budget Narrative)	_____	_____	_____
SUBTOTAL 3.	<div></div>	<div></div>	<div></div>

4. Internal Evaluation	<div></div>	<div></div>	<div></div>
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5. Administration			
To arrive at the Corporation's maximum share of 5%, multiply the sum of Subtotal 1 through Subtotal 4 in the Corporation Share column by .0526.			
	<div></div>	<div></div>	<div></div>

6. Total Parent Organization Budget	<div></div>	<div></div>	<div></div>
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7. Total Aggregate Operating Sites Budget	<div></div>	<div></div>	<div></div>
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8. Total Program Budget	<div></div>	<div></div>	<div></div>
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INSTRUCTIONS: AmeriCorps Program Budget Form

Please type budget form or recreate comparable form on the computer.

The budget should be sufficient to perform the tasks described in the proposal narrative. Do not include unexplained amounts for miscellaneous or contingency costs or unallowable expenses such as entertainment costs. Round all figures to the nearest dollar. Do not request cents. If you are applying for an AmeriCorps Leader, include the costs for the Leader in the program budget.

Program Cycle

- Check the program cycle that corresponds with the year in which you submitted a new application to the Corporation. Give the program year within the program cycle that this budget will cover.

Original/Revised

- Use this budget form for the original and all revised budgets. At the beginning of each program year, you will submit an original budget for that program year. If necessary, you should mark subsequent budget revisions as such with the date of revision.
- You must attach a budget narrative to the budget form.

Legal Applicant/Program Name/Site Location

- From the title page, copy the name of the Legal Applicant (item 2) and name of the Program (item 4).
- Include the site location information only for national direct programs.

Box 1

- In column a, if you have summer only members, indicate the number of hours they will serve in the space next to "Summer Only". All members should serve the same specified number of hours. The minimum is 300. If you have reduced part-time members other than summer members, indicate the number of hours they will serve in the space next to RPT.
- In column b, indicate the number of members in each category who will receive a living allowance that uses Corporation funding. **If you are requesting an AmeriCorps Leader, include the Leader in the number of full-time members.**
- In column c, indicate the number of members in each category who will receive a living allowance from a source other than the Corporation or who will not receive any stipend. (All full-time members must receive a stipend).
- In column d, calculate the number of FTE (full-time equivalents) using the formulas listed in the box. At the bottom of column d, indicate the total number of FTE for the program by adding all numbers in column d.

You must match member support costs with non-Federal cash. The source may be state, private sector or other funds in accordance with applicable AmeriCorps requirements.

Item A Member Support Costs

- Copy the numbers from Box 1, column b to the "Number of Members" category.
- **Full-time members.** Generally, all full-time members must receive a living allowance between \$9,000 (minimum) and \$18,000(maximum). We will fund up to 85% of the minimum living allowance amount ($\$9,000 \times .85 = \$7,650$). If you want to provide a higher living allowance in excess of the minimum living allowance amount of \$9,000 you must provide a grantee match for all funds over \$7,650. For example, if you desire to provide a \$10,000 living allowance to your members you would have to provide a \$2,350 match (\$2,350 would have to be cash from non-federal sources) if you requested the maximum Corporation share of \$7,650. Programs in existence prior to September 21, 1993 (see section under What You Need to Know About Designing a Program for AmeriCorps Members– Member Benefits –Exceptions) may offer a lower living allowance than the minimum, but Corporation funds will support only 85% of the total amount.
- **AmeriCorps Leaders.** All AmeriCorps Leaders serve a full-time term. They must receive a living allowance of \$13,000. The Corporation will fund only 85% of the minimum member living allowance ($\$9,000 \times .85 = \$7,650$. See above.) The Grantee must provide a grantee match of \$5,350 from non-federal sources.
- **All Part-time members.** You are not required to provide living allowances for part-time members. However, if you decide to do so, you may provide a prorated living allowance (especially important if a you have both full and part-time members). The calculation is [0 up to minimum living allowance of $\$9,000 \times (\# \text{ of service hours for program year} \div 1700 \text{ service hours})$]. Examples follow:
- **One Year Part-time members.** Part-time members completing 900 hours of service in one year could receive up to \$4,765 for the year with a maximum Corporation match of \$4,050 ($\$4,765 \times .85$). Calculate the \$4,765 by multiplying \$9,000 by $(900 \text{ service hours} \div 1700 \text{ service hours})$.

- **One Year Reduced Part-time members.** Part-time members completing 450 hours of service in one year could receive up to \$2,382 for the year with the maximum Corporation match of \$2,025 ($\$2,382 \times .85$). Calculate the \$2,382 is by multiplying \$9,000 by $(450 \text{ service hours} \div 1700 \text{ service hours})$.
- **Summer Only members.** Part-time members completing their service in a summer term should complete a predetermined number of hours that you designate. For instance, if the you determine that all summer members will serve 350 hours, you could base living allowances on the following calculation. $\$9,000 \times (350 \text{ service hours} \div 1700 \text{ service hours}) = \$1,853$.
- **FICA.** Unless specifically exempted by the IRS, all programs must pay FICA for any member receiving a living allowance, even when we do not supply the living allowance. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate your share of FICA at 7.65% of the total amount of the living allowance and prorate in the same proportion as the Corporation and Grantee match.
- **Workers' Compensation.** Some states require workers' compensation for their AmeriCorps members. These rates vary by state. You must check with your State Department of Labor or state commission to determine if you are required to pay workers' compensation and at what level. If you are not required to pay workers' compensation you must obtain Occupational, Accidental, Death and Dismemberment coverage for members to cover in-service injury or incidents.
- **NOTE:** You must offer health care benefits to full-time Members in accordance with Corporation requirements. Except as stated below you may not pay health care benefits to part-time Members with Corporation funds. You may choose to provide health care benefits to part-time Members from other sources (i.e., non-Corporation). Part-time Members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) may be eligible for health care benefits supported with our funds, subject to applicable match requirements. However, we must either approve this in the grant agreement or by prior written approval.
- **Health Insurance.** In the first column next to Health Insurance, indicate your number of members who will receive the program's existing Health Care benefits. If you have an existing health benefit policy for your full-time members that meets minimum requirements you may request 85% of those funds from us. You must match the remainder in cash, the Corporation will not pay for dependent coverage. Separate health insurance is not required for tribal AmeriCorps members covered by the Indian Health Service. Tribal programs may count \$924 per full-time member as match.
- **Other.** Include any other required member support costs here. Some states require unemployment coverage for their AmeriCorps members. Rates vary by each state. You cannot charge the cost of unemployment insurance taxes to the grant unless mandated by State law. You are responsible for determining what State law requires via your state commission, legal counsel, or applicable state agency. If state law requires unemployment coverage, include the cost in this line item. We will fund 85% of these expenses when mandated by state law.
- **Subtotal A.** Add each column to arrive at subtotal. Then calculate actual percentage for Corporation share and Grantee share by dividing each of these shares by the total.

You must match at least 33% of the total of items B-E below with cash or in-kind contributions. The sources may be Federal, state, private sector, or other funds in accordance with applicable AmeriCorps requirements.

Item B Other Member Support Costs

- In this section include any training, education, and other costs that relate directly to an AmeriCorps member or Leader.
- **Subtotal B.** Add each column to arrive at subtotal.

Item C Staff

- **Salaries.** Include the portion of staff costs that are attributed directly to the operation of an AmeriCorps program or project.
- **Benefits.** Include costs of fringe benefits for staff working on the AmeriCorps project.
- **Training.** Include the costs associated with training of staff working on the AmeriCorps project.
- **Other.** Include any other staff related costs. You may include costs for consultants related to the program operations. You should include consultants used for evaluation or administration related functions in Item E or Item F, respectively. Payments to individuals for consultant services under this grant may not exceed \$443 per day (exclusive of any indirect expenses, travel, supplies etc).
- **Subtotal C.** Add each column to arrive at subtotal.

Item D Operating Costs

- Include costs that are directly related to operating the AmeriCorps program. Examples follow.
- **Travel.** Costs associated with transportation, lodging, subsistence and other related expenses for staff and AmeriCorps members outside their local service site.
- **Corporation Sponsored Meeting.** If you are an Indian Tribe, U.S. Territory, or a program applying through the state commission, you must include \$2,000 in this line item to cover the cost of Corporation-sponsored technical assistance meetings. National Direct operating sites should include \$750 in this line item to cover these costs.
- **Supplies.** Include the funds for the purchase of supplies and materials, including Service Gear and equipment that does not fit the definition below. You must individually list any single item costing more than \$1,000.
- **Local Transportation.** Costs associated with traveling locally such as bus passes to local sites, mileage reimbursement for use of a car, etc.
- **Equipment.** Equipment is defined as tangible non-expendable personal property having a useful life of more than one year AND an acquisition cost of \$5,000 (five thousand) or more per unit (including accessories, attachments, and modifications). Include items that do not meet this definition in supplies above. Purchases of equipment are limited to 10% of the total grant amount (line items A-F).
- **Other.** Include in this line item Internet costs up to a maximum of \$250. Allowable costs in this section also may include space rental (for sites where programs are run; national office space rental is unallowable), utilities, and telephone and Internet expenses that are directly and specifically used for AmeriCorps members and directly involve staff. If shared with other projects or activities, you must prorate the costs equitably. List each item and provide a justification in the budget narrative.

Item E Evaluation

- Include costs for program evaluation activities, including additional staff time you did not budget, use of evaluation consultants, purchase of instrumentation and other costs specifically for this activity. This does not include the daily/weekly gathering of data to assess progress toward objectives, but is a larger assessment of the impact your program is having on the community as well as an assessment of the overall systems and program design.

Item F Administration

- **Definitions.** Administrative costs means general or centralized expenses of overall administration of an organization that receives Corporation funds and does not include particular Program or project costs. For organizations that have an established indirect cost rate for Federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Circulars A-21, A-87, and A-122. For organizations that do not have an established indirect cost rate for Federal awards, administrative costs include:
 - i. costs for financial, accounting, auditing, contracting or general legal services except in unusual cases where they are specifically approved in writing by the Corporation as program costs;
 - ii. costs for internal evaluation, including overall organization's management improvement costs (except for independent and internal evaluations of the Program or project evaluations that are specifically related to creative methods of quality improvement); and
 - iii. costs for general liability insurance that protects the organization(s) responsible for operating a Program or project, other than insurance costs solely attributable to the Program or project.

Administrative costs may also include that portion of salaries and benefits of the Program's director and other administrative staff not attributable to the time spent in support of a specific Program or project. The principles that pertain to the allocation and documentation of personnel costs are stated in the OMB circulars that are incorporated in Corporation regulations [45 CFR 2541.220(b)].

Administrative costs do not include the following allowable expenses directly related to a Program or project (including their operations and objectives), such as:

- i. allowable direct charges for members, including living allowances, insurance payments made on behalf of members, training and travel;
- ii. costs for staff (including salary, benefits, training and travel) who recruit, train, place or supervise members or who develop materials used in such activities, if the purpose is for a specific Program or project objective;
- iii. costs for independent evaluations and any internal evaluations of the Program or project that are related specifically to creative methods of quality improvement;
- iv. costs, excluding those already covered in an organization's indirect cost rate, attributable to staff that work in a direct Program or project support, operational, or oversight capacity, including, but not limited to: support staff whose functions directly support Program or project activities; staff who coordinate and facilitate single or multi-site Program and project activities; and staff who review, disseminate and implement Corporation guidance and policies directly relating to a Program or project;

- v. space, facility and communications costs that primarily support Program or project operations, excluding those costs that are already covered by an organization's indirect costs rate; and
 - vi. other allowable costs, excluding those costs that are already covered by an organization's indirect cost rate, specifically approved by the Corporation as directly attributable to a Program or project.
- **Limitation by statute.** The Corporation share of administrative costs cannot exceed 5% of total Corporation funds actually expended under this award. To arrive at the Corporation maximum share of 5%, multiple the sum of Subtotal A, plus Subtotal B through E in the Corporation share column by 5.26%
 - **Fixed 5%.** If approved on a case-by-case basis by the Corporation, the grantee may charge, for administrative costs, a fixed 5% of the total of the corporation funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures. These rates may be used without supporting documentation and are in lieu of an indirect cost rate.
 - **Indirect Cost Rates.**
 - i. If grantees have an approved indirect cost rate, such rate will constitute documentation of the grantee's administrative costs including the 5% maximum payable by the Corporation and the grantee match of administrative costs.
 - ii. If a grantee wants to claim more than 10% match in administrative costs it must have or obtain an approved indirect cost rate. Where appropriate, the Corporation will establish an indirect cost rate that may be used for this and other Federal awards.
 - **Consistency of treatment.** To be allowable under an award, costs must be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the organization. Furthermore, the costs must be accorded consistent treatment in both federally financed and other activities as well as between activities supported by different sources of federal funds.

To calculate the maximum allowable Corporation share of administrative costs, multiply 5.26% by the sum of Corporation share subtotal A plus Corporation share subtotal B through E. This total is the maximum amount the applicant may request from the Corporation for this line item.

Item G Total Program Operating Costs

Add Items B through F for program operating costs.

Then calculate the actual percentage of match for the Corporation share and the Grantee share by dividing each of these shares by the total of Item G. The maximum Corporation share is limited to 67% of the total amount of Item G.

Item H Total Budget

Add Items A and G for total budget.

Corporation Cost per FTE

Enter the Total Corporation Share from Item H. Divide the total from Item H by the total number of FTEs from Box 1. Enter the result in the space for Corporation Cost per FTE.

BUDGET FORM

AMERICORPS

Program Cycle: ☐ 2000-03☐ 2001-04☐ 2002-05

Program Year: _____

☐ **Original**☐ **Revised**

Please attach the budget narrative to this page.

(Date of revision) _____

Legal Applicant Name: _____

Program Name: _____

Site Location (City, State, Zip): _____
(for National Direct programs Only)**BOX 1 AmeriCorps Member Positions Requested**

(a) Hours	(b) Corporation Living Allowance Provided	(c) No Corporation Living Allowance Provided	(d) Number of FTEs
1 Year Full Time 1700	_____	_____	$b + c$ _____
1 Year Part Time 900	_____	_____	$(b + c) \div 2$ _____
2 Year Part Time ¹ 900	_____	_____	$(b + c) \div 4$ _____
1 Year Reduced Part Time (RPT)			
Summer Only _____	_____	_____	$[(b + c) \times a] \div 1700$ _____
Other RPT _____	_____	_____	$[(b + c) \times a] \div 1700$ _____
TOTAL FTEs			=====

¹ If this line includes Continuing Part-time members from the previous grant cycle, please check this box ☐ and identify how many: _____

² If you are proposing one-year part-time 450 hours, use the following formula: $\frac{450}{1700}$ FTE or $(b+c)/4$

A. Member Support Costs

	Number of Members	Corporation Share	Grantee Share	Total
1 Year FT 1700 hours	_____	_____	_____	_____
1 Year PT 900 hours	_____	_____	_____	_____
2 Year PT 900 hours	_____	_____	_____	_____
Summer _____ hours	_____	_____	_____	_____
Other RPT _____ hours	_____	_____	_____	_____
Subtotal	_____	_____	_____	_____
(7.65%) FICA	_____	_____	_____	_____
Workers' Compensation	_____	_____	_____	_____
Health Insurance	_____	_____	_____	_____
Other	_____	_____	_____	_____
SUBTOTAL A.		Percentage: _____% (Maximum 85%)	Percentage: _____% (Minimum 15%)	(Total 100%)

B. Other Member Support Costs

Training and Education	_____	_____	_____
Other (please specify in Budget Narrative)	_____	_____	_____
SUBTOTAL B.	_____	_____	_____

	Corporation Share	Grantee Share	Total
C. Staff			
Salaries	_____	_____	_____
Benefits	_____	_____	_____
Training	_____	_____	_____
Other (please specify in Budget Narrative)	_____	_____	_____
SUBTOTAL C.	<div>_____</div>	<div>_____</div>	<div>_____</div>
D. Other Operating Costs			
Travel	_____	_____	_____
Corporation sponsored training	_____	_____	_____
Supplies	_____	_____	_____
Local Transportation	_____	_____	_____
Equipment (not greater than 10% of A through F)	_____	_____	_____
Other (please specify in Budget Narrative)	_____	_____	_____
SUBTOTAL D.	<div>_____</div>	<div>_____</div>	<div>_____</div>
E. Evaluation	_____	_____	_____
SUBTOTAL E.	<div>_____</div>	<div>_____</div>	<div>_____</div>
F. Administration			
To arrive at the Corporation's maximum share of 5%, multiply the sum of Subtotal A plus Subtotal B through E in the Corporation Share column by .0526.			
Program/Operating Site	_____	_____	_____
State Commission (for State programs only)	_____	_____	_____
SUBTOTAL F.	<div>_____</div>	<div>_____</div>	<div>_____</div>
G. Total Program Operating Costs (B through F)	<div>Percentage: _____% (Maximum 67%)</div>	<div>Percentage: _____% (Minimum 33%)</div>	<div>_____</div> (Total 100%)
H. Total Budget (A + G)	_____	_____	_____
<hr/>			
Corporation Cost per FTE (full-time equivalent position)			
Total Corporation Share (Line H)	_____		
	÷	=	_____ Corporation Cost per FTE
Divided by Total Number of FTEs (Box 1)	_____		

Please type. Please include each of the program objective summary statements from Box 6 of the AmeriCorps Objective Worksheets in the space below. Submit this form, not the worksheets, to the Corporation with your program application. If you have more than three objectives in any category, duplicate this form to record additional objectives.

Legal Applicant: _____ Program Cycle: ☐ 2000-03 ☐ 2001-04 ☐ 2002-05

Site Location (City, State): _____
(for National Direct programs only)

GETTING THINGS DONE

- 1. _____
- 2. _____
- 3. _____

MEMBER DEVELOPMENT

- 1. _____
- 2. _____
- 3. _____

STRENGTHENING COMMUNITIES

- 1. _____
- 2. _____
- 3. _____

A M E R I C O R P S O B J E C T I V E W O R K S H E E T

Please identify objective category and then indicate the number of the objective. Please note that objective one serves at the program's primary objective.

Category (Select One)

Number (Select One)

<input type="checkbox"/> GETTING THINGS DONE	<input type="checkbox"/> MEMBER DEVELOPMENT	<input type="checkbox"/> STRENGTHENING COMMUNITIES	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
---	--	---	---

Building Objectives	For example
1. What activity will members engage in? How many members will engage in this activity? Where will the members engage in the activity? With whom (general category: students by grade level, parents, senior citizens, victims of recent crimes, etc.) and how frequently ?	6 members will tutor students, identified by teachers as low achievers, each day for 1 hour in Brook, Pond and Stream Elementary School .
2. What will change as a result of the activity? (Be sure that there is a direct connection between the <i>activity</i> and the <i>desired change</i> .)	Students' academic performance will be enhanced.
3. What tools/methods will the program use to measure the change? (Please identify the specific instrument the program will use.)	Tracking sheet for daily grades, teacher anecdotes, and quarterly test scores .
4. How much change will indicate success? Over what period of time ? How many (numbers or percentage) beneficiaries will achieve this level of change?	85% of students will demonstrate increase in grades at least one grade level in the tutored subject over the course of the academic year .
5. How many people will directly benefit from this activity?	150 students will benefit.
6. Restate your complete objective (steps 1 – 5). <i>Sample: 6 members will tutor 150 low achieving students (as identified by teachers), each day for 1 hour in Brook, Pond and Stream Elementary School, with 85% of the students demonstrating increase in grades of at least one grade level in the tutored subject over the course of the academic year, as measured by tracking sheet for daily grades, teacher observations and quarterly test scores.</i>	

Certifications and Assurances

Instructions

By signing and submitting this application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Certifications and Assurances described below.

a) Inability to certify

Your inability to provide the certifications or assurances listed below will not necessarily result in denial of a grant. You must submit an explanation of why you cannot do so. We will consider your explanation in determining whether to enter into this transaction. However, your failure to furnish an explanation will disqualify your application.

b) Erroneous certification or assurance

The certifications and assurances are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

c) Notice of error in certification or assurance

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

d) Definitions

The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded” as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a “prospective primary participant in a covered transaction” as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

e) Certification requirement for subgrant agreements

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

f) Certification inclusion in subgrant agreements

You agree by submitting this proposal that you will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions,” provided by us, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

g) Certification of subgrant principals

You may rely upon a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the

covered transaction, unless you know that the certification is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

h) Non-certification in subgrant agreements

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

i) Prudent person standard

Nothing contained in the foregoing may be construed to require establishment of a system of records in order to render in good faith the certifications and assurances required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

CERTIFICATIONS

Certification – Debarment, Suspension, and Other Responsibility Matters

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, *Participants' responsibilities*.

- A. As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:
- Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.
 - Has, within a three-year period preceding this application, been convicted of, or had an adverse civil judgment entered in connection with, fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification, and
 - Has not, within a three-year period preceding this application, had one or more public transactions (federal, state or local) terminated for cause or default;
- B. If you are unable to certify to any of the statements in this certification, you must attach an explanation to this application.

Certification – Drug-Free Workplace

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. The regulations require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 34 CFR Part 85, Section 85.615 and 85.620).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing a drug-free awareness program to inform employees about—
 - the dangers of drug abuse in the workplace,
 - the grantee's policy of maintaining a drug-free workplace.
 - any available drug counseling, rehabilitation, and employee assistance programs, and
 - the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A);
- D. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:
 - abide by the terms of the statement, and
 - notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- E. Notifying us within ten days after receiving notice under subparagraph (D) from an employee or otherwise receiving actual notice of such conviction;
- F. Taking one of the following actions, within 30 days of receiving notice under subparagraph (D), with respect to any employee who is so convicted—
 - Taking appropriate personnel action against such an employee, up to and including termination; or
 - Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (F).

Certification – Lobbying Activities

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

ASSURANCES

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air

Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-l et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
- Will keep such records and provide such information to us with respect to the program as may be required for fiscal audits and program evaluation.
- Will not use the assistance to replace state and local funding streams that had been used to support programs of the type eligible to receive Corporation support. For any given program, this condition will be satisfied if the aggregate non-federal expenditure for that program in the fiscal year that support is to be provided is not less than the previous fiscal year.
- Will develop an age-appropriate learning component for participants in the program that includes a chance for participants to analyze and apply their service experiences.
- Will use the assistance only for a program that does not duplicate, and is in addition to, an activity otherwise available in the locality of the program.
- Will comply with the Notice, Hearing, and Grievance Procedures found in § 176 of the Act.
- Will, prior to the placement of a participant, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by the program, to prevent the displacement and protect the rights of those employees.
- Will comply with the nondisplacement rules found in § 177(b) of the Act. Specifically, an employer shall not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the employer using an AmeriCorps participant; a service opportunity shall not be created that will infringe on the promotional opportunity of an employed individual; an AmeriCorps participant shall not perform any services or duties or engage in activities that (1) would otherwise be performed by an employee as part of the employee's assigned duties, (2) will supplant the hiring of employed workers, (3) are services or duties with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; or (4) have been performed by or were assigned to any presently employed worker, an employee who recently resigned or was discharged, an employee who is on leave, an employee who is on strike or is being locked out, or an employee who is subject to a reduction in force or has recall rights subject to a collective bargaining agreement or applicable personnel procedure.
- Will comply with the ineligible service provisions found in section 132 of the Act. Specifically a program may not use assistance or any approved national service position to perform service that provides direct benefit to any: (1) business organized for profit; (2) labor union; (3) partisan political organization; (4) organization engaged in religious activities (unless such service does not involve the use of assistance or participants to give religious instruction, conduct worship services, provide instruction as part of a program that includes mandatory religious education or worship, construct or operate facilities devoted to religious instruction or worship, or engage in any form of proselytization); or (5) nonprofit organization that fails to comply with the restrictions

contained in section 501 (c) (3) of the Internal Revenue Code (26 U.S.C. 501(c)(3)). However, the provisions of section 132 of the Act shall not be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative.

CERTIFICATION AND ASSURANCES

CERTIFICATION SIGNATURE

NOTE: Sign this form and include in the application.

Before you start: Before completing certification, please read the Certification Instructions.

SIGNATURE:

By signing this Certification page, you certify that you agree to perform all actions and support all intentions in the Certification sections of this application. The three Certifications are:

- ☐ Certification: Debarment, Suspension and Other Responsibility Matters
- ☐ Certification: Drug-Free Workplace
- ☐ Certification: Lobbying Activities

Legal Applicant:

Project Name:

Name and Title of Authorized Representative:

Signature:

Date:

ASSURANCE SIGNATURE

NOTE: Sign this form and include in the application.

SIGNATURE:

By signing this assurances page, you certify that you agree to perform all actions and support all intentions in the Assurances section.

Organization Name:

Project Name:

Name and Title of Authorized Representative:

Signature:

Date:

APPLICATION CHECKLIST

Each copy of your application contains:

I. Parent Organization Section

- ☐ **Parent Organization Signed Title Page**
 - ☐ **Copy of Each Operating Site Title Page (in the original, unbound copy only)**
- ☐ **Funding Request Chart**
- ☐ **Table of Contents**
- ☐ **Executive Summary (no more than one page)**
 - ☐ **For Current AmeriCorps grantees only: Summary of Current AmeriCorps Program Impact (no more than one page)**
- ☐ **Parent Organization Narrative (no more than 20 pages)**
- ☐ **Budget Form**
- ☐ **Budget Narrative**

II. Operating Site Section: Each operating site includes:

- ☐ **Title Page**
- ☐ **Program Narrative (no more than six pages)**
- ☐ **Program Objectives Summary Form**
- ☐ **Budget Form**
- ☐ **Budget Narrative**

III. AmeriCorps Leader Narrative (no more than six pages, if applicable)

IV. Assurances and Certifications Form

- ☐ **This application is double-spaced**
- ☐ **This application is in 12-point font**
- ☐ **This application consists of one unbound, single-sided original and two copies**

Appendix A

AMERICORPS LEADERS

AmeriCorps Leaders are:

- outstanding, motivated graduates of AmeriCorps programs;
- service leaders who are trained to develop and maintain successful partnerships between service programs at the local, state, regional and national levels;
- resources who increase program effectiveness;
- graduates of a competency-based leadership development training program that incorporates a train-the-trainer model.

Through a yearlong process of training, outstanding graduates of AmeriCorps programs learn how to set personal and professional goals, manage a diverse team of AmeriCorps members and resolve conflicts. They also develop skills in problem-solving, coaching, facilitation and team building.

For the first six years, we managed AmeriCorps Leaders from our headquarters in Washington, DC. In fiscal year 2000, recruitment and supervision responsibilities for Leaders will shift to locally based programs. In 2000, AmeriCorps programs will recruit, select and supervise their Leaders. Funds to pay a portion of the Leaders annual stipend and other benefits, similar to the current process for supporting AmeriCorps members, will come from your local program budget. We will remain responsible for providing leadership training and technical support to the Leaders. Shifting the primary support of Leaders from Washington to service sites will allow more AmeriCorps alumni the opportunity to serve as AmeriCorps Leaders.

In fiscal year 2000 programs may include the request for a Leader in this AmeriCorps program application. You may apply only if your organization has a currently funded AmeriCorps program. If you are applying for the first time, you are not eligible to host an AmeriCorps Leader.

Program Design (60%)

Strengthening Communities:

Each program that hosts an AmeriCorps Leader must provide that Leader with opportunities to coordinate local, regional, statewide or national service activities. The Leader's "ambassadorship" or community liaison efforts in coordinating activities between service organizations strengthens local communities. The quality of service delivery to communities also increases because of collaborative resource management and enhanced communication between programs.

Appropriate "ambassadorship" activities for Leaders include creating and managing local or state-wide inter-corps councils, training AmeriCorps members from other corps, publishing cross-stream newsletters, planning and coordinating large service

projects, etc. Leaders should spend a minimum of 25% of their term (425 hours) on “ambassadorship” activities.

Leader Development

The primary emphasis of the AmeriCorps Leaders Program is to develop service leaders. Each organization that hosts an AmeriCorps Leader must commit to leadership development of exceptional AmeriCorps members. Site managers are responsible for providing supervised leadership development experiences to Leaders. These experiences and activities should become more challenging through the year, reflecting the Leader’s ability to manage greater responsibilities.

The AmeriCorps Leaders Program is a competency-based training program. In order to develop their leadership skills, Leaders must incorporate the competencies they learn during training into service activities at their sites. Service leadership competencies include problem solving, conflict management, decision-making, time management and goals setting.

AmeriCorps Leaders are resources to organizations. Leadership development does not include supervising members, evaluating programs or performing strictly administrative tasks. We expect Leaders to develop cohesive teams by providing training, coaching and technical support to a diverse corps of AmeriCorps members.

Organizational Capacity (25%)

Management staff at service sites is responsible for providing administrative and technical support to AmeriCorps Leaders. First and foremost, we expect staff to support the leadership development of not only a Leader but also all members in the program.

A strong organizational capacity at the site is necessary to ensure leadership development among members. The site is responsible for identifying a staff manager who will provide direct supervision and support to the Leader throughout his/her term of service. The site is also responsible for supporting the Leader’s “ambassadorship” activities, allowing the Leader time away from the site to coordinate efforts with other programs. Administrative support to the Leader includes a workstation with desk, chair and telephone. The Leader will also need access to a photocopier, fax machine and computer. Every AmeriCorps Leader and site supervisor must also have access to electronic email, with their own password. The AmeriCorps Leaders Program communicates most of its administrative information to Leaders via the listserv. Leaders share technical information on their listserv. The site supervisors also have a listserv that is not accessible to Leaders. On this listserv, supervisors can communicate with each other and with us.

The final measure of organizational capacity is sustainability. Because AmeriCorps Leaders serve only one term, it is critical that each site develops a comprehensive plan that identifies how activities the Leader developed (e.g. managing inter-corps councils, publishing the monthly newsletter, etc.) will continue after the Leader leaves the site.

Budget/Cost-Effectiveness (15%)

AmeriCorps sites must commit enough funds to adequately support a full-time AmeriCorps Leader for a full term of service. Budget line items for the Leader include A living allowance, FICA, Worker's Compensation, health care and liability insurance as appropriate, travel, supplies, service gear, conference registration as appropriate, and mileage reimbursement for local or state-wide travel.

Appendix B

DEFINITIONS

Act means the National and Community Service Act of 1990, as amended (42 U.S.C. §12501 *et seq.*)

AmeriCorps National Service Network means AmeriCorps*State, AmeriCorps*National, AmeriCorps*Tribes and Territories, Volunteers in Service to America (VISTA), and National Civilian Community Corps (NCCC) Programs taken together as programs dedicated to national service. VISTA is authorized under the Domestic Volunteer Service Act (42 U.S.C. §4950 *et seq.*). NCCC is authorized under the National and Community Service Act (42 U.S.C. §12611 *et seq.*).

Approved national service position means a national service position for which the Corporation has approved the provision of a national service education award as one of the benefits to be provided for successful service in the position.

Eligible Member means an individual: (1) who is enrolled in an approved national service position; (2) who is a U.S. citizen, U.S. national or lawful permanent resident alien of the United States; (3) who is at least 17 years of age at the commencement of service unless the member is out of school and enrolled **(a)** in a full-time, year-round youth corps Program or full-time summer Program as defined in the Act (42 U.S.C. §12572 (a) (2)), in which case he or she must be between the ages of 16 and 25, inclusive, or **(b)** in a Program for economically disadvantaged youth as defined in the Act (42 U.S.C. §12572 (a)(9)), in which case he or she must be between the ages of 16 and 24, inclusive; (4) has a high school diploma or an equivalency certificate [or agrees to obtain a high school diploma or its equivalent before using an education award] and who has not dropped out of elementary or secondary school in order to enroll as an AmeriCorps member (unless enrolled in an institution of higher education on an ability to benefit basis and is considered eligible for funds under section 484 of the Higher Education Act of 1965, 20 U.S.C. §1091), or who has been determined through an independent assessment conducted by the Program to be incapable of obtaining a high school diploma or its equivalent (provided that the Corporation has waived the education attainment requirement for the individual).

Indian tribe means a federally-recognized Indian Tribe, band, nation, or other organized group or community, including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act (43 U.S.C. § 1602), that the United States Government determines is eligible for special programs and services provided under federal law to Indians because of their status as Indians. Indian Tribes also include any tribal organization controlled, sanctioned, or chartered by one of the entities described above.

Operating Site means the local organization that will receive funds to operate an AmeriCorps*National program in a specific site.

Parent Organization means the single entity that is responsible for implementing and managing an AmeriCorps*National program.

Program means a national service Program, described in the Act (42 U.S.C. §12572(a)), carried out by the Grantee through funds awarded by the Corporation and carried out in accordance with federal requirements and the Provisions of this Grant.

Project means an activity or set of activities carried out by a Program that results in a specific, identifiable community service or improvement: (1) that otherwise would not have been made with existing funds; and (2) that does not duplicate the routine services or functions of the organization to whom the members are assigned.

Project sponsor means an organization or other entity that has been selected to provide a placement for a member.

State Commission means, for the purposes of these Grant Provisions, the Commission on National and Community Service established by a state pursuant to the Act (42 U.S.C. §12638), including an authorized alternative administrative entity to administer the state's national service plan and national service programs and to perform such other duties prescribed by law.

Appendix C

BUDGET ANALYSIS CHECK-LIST

Legal Applicant: _____

This check list will help you to make sure that you submit an accurate budget that meets our requirements. Read the guidance carefully in the right column when reviewing your budget and place a check in the left hand column. If you answer yes to each question, your budget is in compliance.

Compliance?

Member Support Costs

- Yes ___ No ___ Cash match is met? All budget items under Member Support Costs (living allowance, FICA workers' compensation, health care) have, at a minimum, a 15% **cash** match. Except for health care, you cannot use other federal funds for the match. If you use work study funds, there must be an aggregate 15% non-federal share of all member support costs.
- Yes ___ No ___ Correct living allowance? Full-time AmeriCorps members receive at least the minimum living allowance of \$9,000. Programs in existence prior to September 21, 1993 may offer a lower living allowance than the minimum. If such a program chooses to offer a living allowance, it is exempt from the minimum requirement but not from the maximum requirement. Programs are not required to pay part-time members living allowances but if you do, you may prorate the full-time living allowance.
- Yes ___ No ___ The Federal share of the living allowance for full-time Members is no more than \$7,650? Regardless of the size of the living allowance, the Corporation share (including other Federal funds) cannot be more than 85% of the minimum allowance.
- Yes ___ No ___ The Federal share of the living allowance for part-time Members is no more than \$4,050? As with full-time Members, programs may provide a higher living allowance for your part-time members, but our share may not exceed 85% of \$4,765.
- Yes ___ No ___ Living allowances are not paid on an hourly basis? They may be calculated using service hours and program length to derive a weekly or biweekly distribution amount. The distribution should occur in equal increments that are not based on the specified number of hours worked.
- Yes ___ No ___ Correct FICA calculation? All programs must pay FICA for any Member receiving a living allowance. Calculate FICA at 7.65% of the total amount of the living allowance. You must prorate FICA in the same proportion as our match and your match.

Yes ___ No ___ Correct Workers' Compensation calculation? Some States require workers' compensation for their AmeriCorps members. Programs must check with your State Department of Labor or State Commission to determine if your program is required to pay workers' compensation and at what level. Programs that are not required to pay workers' compensation need to provide similar coverage for members' on-the-job-injuries through your own existing coverage or a new policy purchased in accordance with normal procedures.

Yes ___ No ___ Health care is provided for qualified full-time AmeriCorps members only (unless part-time serving for a sustained full-time period of time such as summer service)? If your program chooses to provide health care to other part-time members, you may not use our funds to help pay for any portion of the cost. Programs must provide health care coverage to all full-time members who do not have adequate health care coverage at the time of enrollment or who lose coverage due to participation in the program. In addition, programs must provide coverage if a full-time member loses coverage during the term of service through no deliberate act of his or her own. If programs already carry minimum benefits at a reasonable cost, you may use existing policies to cover members. We will not cover health care costs for family members

Staff

Yes ___ No ___ Costs charged under the staff line item directly relate to the operation of the AmeriCorps program/project? Examples include costs for staff who recruit, train, place, or supervise members.

Yes ___ No ___ Staff that is indirectly involved in the management or operation of the applicant organization is funded through the administrative cost section of the budget? Examples of administrative costs include central management and support functions.

Yes ___ No ___ Staff fundraising expenses are not charged to the grant? You may not charge AmeriCorps staff members' time and related expenses for fundraising to us or to your share of the grant. Expenses incurred to raise funds may be paid out of the funds raised. Development officers and fund-raising staff are not allowable expenses.

Operational

Yes ___ No ___ Funds for the purchase of equipment (does not include general office use equipment) are limited to 10% of the total grant amount?

Yes ___ No ___ All single equipment items over \$1000 are specifically listed?

Yes ___ No ___ Justification/explanation of equipment items is included?

Note: Continuation programs should require only a minimum of equipment purchases. Therefore, we discourage equipment purchases such as computers and printers unless you demonstrate a unique situation.

Yes ___ No ___ Funds to pay relocation expenses of AmeriCorps members are not in our share of the budget?

- Yes ___ No ___ Internet e-mail requirements are met? AmeriCorps programs must have Internet e-mail capability and subscribe to the AmeriCorps listserver run by the National Service Resource Center (at ETR Associates) and may budget up to \$250 to cover the costs associated with getting on-line.
- Yes ___ No ___ Guidelines concerning service gear have been followed? Even though the Corporation has made the Service Gear package optional, State Commissions should feel free to encourage programs to provide this package for their Members. If a program chooses to purchase the standard service gear package, it should budget \$33.00 per member. If the program needs the shirt with a collar, it should budget between \$33.00 and \$68.00 per member. We will pay up to \$150.00 per member for additional safety apparel that is necessary to perform daily service. You must include a justification for these additional items in the budget narrative.
- Yes ___ No ___ Have you included \$2,000 for Parent Organization travel and \$750 for operating site travel to Corporation-sponsored meetings in the budget?

Administration

- Yes ___ No ___ Our maximum share of Administrative costs does not exceed 5% of total Corporation funds? (Multiply all other Corporation funds by .0526 to determine the administrative share)
- Yes ___ No ___ Administrative costs include the following: (1) indirect costs such as legal staff, central management and support functions; (2) costs for financial, accounting, auditing, internal evaluations, and contracting functions; (3) costs for insurance that protects the entity that operates the program; and (4) the portion of the salaries and benefits of the director and any other program administrative staff not attributable to the time spent in support of a specific program or project.

Other

- Yes ___ No ___ All "Operational Costs" (anything other than Member Support Costs) are matched at least **33%** by your program with cash or in-kind services?
- Your share of the program operating cost is 33%. Therefore, our funds may not exceed 67% of the program operating cost (whether the program is a grantee or subgrantee) including administration. Your program may provide its share of operating costs through cash or in-kind contributions. The share of funds may come from a number of sources. However, we require that all programs raise some of the funds from the private sector, i.e. non-governmental funds. Please note that the maximum amount of the living allowance that may be paid using Corporation and other Federal funds remains at 85%.
- Yes ___ No ___ Have you included the number of new full-time and part-time members receiving education awards?
- Yes ___ No ___ Programs meet the "Cost Per Member" guidelines of \$11,700? If it is higher, make sure the narrative provides a justification.

Yes ___ No ___

All budget line items, including consultant costs, are adequately explained in the narrative?

Do line items add up to the specified subtotals and totals?

Appendix D

GUIDANCE ON DEVELOPING OBJECTIVES

All programs applying for AmeriCorps*State funding must complete objective worksheets. You should complete the forms following the instructions and link your objectives to the information you provide in the program narrative. Objectives are a reflection of essential program goals for the year. They should state what will change as a result of program participants' efforts throughout the year. Include only activities that are at the core of the program's mission in your application.

All AmeriCorps applicants must provide up to three objectives in each of the following areas:

- getting things done (community service objectives);
- member development; and
- community strengthening.

Objectives statements have five components that are described on the worksheets provided. Use the worksheets to develop the components (if needed), then combine them into one statement of the objective at the bottom of the page. The five components are as follows:

- the service to be done or the activities to be engaged in;
- the intended result of that service;
- a method of measuring quality or impact;
- a standard of success; and
- the number of individuals who benefit.

The objectives should focus on results. However, programs should know that a range of results exists for any set of activities. For instance, a mentoring program may lead to a decrease in drop-out rates, which leads to an increase in graduation rates, which leads to better job histories, and so on. Community and member impact objectives should be established as far along the spectrum as possible away from processes and towards ultimate outcomes, given the constraints of measurability in a single year.

Getting Things Done (Community Service Objectives)

Community service objectives should derive from the mission statement and reflect the impact your program hopes to have on the recipients of the services you provide. For example, your tutoring program hopes to improve the mathematics skills of at least 25 students through tutoring. A diagnostic test will determine the students' tutoring needs at the beginning of the program. Your program hopes students will master at least 75% of their skills that require remediation, as determined by re-testing.

1. The service you will provide is tutoring.
2. The intended result is an improvement in mathematics skills.

3. The measure of impact is a pre-test, post-test comparison.
4. The standard of success is “mastery” of 75% of the skills tutored.
5. Twenty-five students benefit from the service.

Do not specify the nature of the diagnostic test and the meaning of the word “mastery” in this section. Provide details on those elements in your application’s program narrative.

Member Development

Member development objectives should reflect the growth and development that you hope will occur in members as a result of involvement with your program. For example, your program hopes to increase the problem-solving skills of its 50 members through a variety of problem-solving exercises and reflection. A set of pre- and post- exercises will assess increases in problem-solving skills. Your program hopes to see a notable increase in skills in at least 80% of your members.

1. The activities members will engage in are problem solving exercises and reflection.
2. The intended result is increased problem-solving skills.
3. The measure of quality or impact is a set of pre- and post- problem-solving exercises.
4. The standard of success is a notable increase in skills in 80% of the members.
5. Fifty members will benefit.

Provide more details on the problem-solving exercises in your application’s program narrative.

Strengthening Community

Community-strengthening objectives should express changes you hope to affect in the larger community. For example, you hope to develop and implement a volunteer initiative to increase the numbers of community volunteers involved with the program. Track hours using weekly logs. You estimate that volunteers will donate 300 hours.

1. The activities you will engage in are the development and implementation of a volunteer program.
2. The intended result is an increase in volunteer hours.
3. You will use the program “logo” that record the number of additional volunteer hours to measure the quality or impact.
4. The standard of success is 300 hours.
5. The volunteers, the program and the larger community will benefit.

Note that this objective focuses more on process than results (it covers the establishment of a volunteer program, not the impact of that program on the larger community or those the volunteers serve). We understand that community strengthening objectives will generally focus on development and implementation activities, not the ultimate outcomes of those activities. Also, the fifth component (number of individuals who benefit) is generally less defined for community building objectives than it is for community service and member development objectives.

Appendix E

EMPOWERMENT ZONES AND ENTERPRISE COMMUNITIES

Empowerment Zone (EZ)

Georgia: Atlanta
Illinois: Chicago
Kentucky: Kentucky Highlands*
Maryland: Baltimore
Michigan: Detroit
Mississippi: Delta*
New York: Harlem, Bronx
Pennsylvania/New Jersey: Philadelphia, Camden
Texas: Rio Grande Valley*

Supplemental Empowerment Zone (SEZ)

California: Los Angeles
Ohio: Cleveland
Enhanced Enterprise Community (EEC)
California: Oakland
Massachusetts: Boston
Missouri/Kansas: Kansas City, Kansas City
Texas: Houston

Enterprise Community (EC)

Alabama: Birmingham
Alabama: Chambers County*
Alabama: Greene, Sumter Counties*
Arizona: Phoenix
Arizona: Arizona Border*
Arkansas: East Central*
Arkansas: Mississippi County*
Arkansas: Pulaski County
California: Imperial County*
California: L.A. Huntington Park
California: San Diego
California: San Francisco, Bayview, Hunter's Point
California: Watsonville*
Colorado: Denver
Connecticut: Bridgeport
Connecticut: New Haven
Delaware: Wilmington
District of Columbia: Washington
Florida: Jackson County*
Florida: Tampa
Florida: Miami, Dade County
Georgia: Albany
Georgia: Central Savannah*
Georgia: Crisp, Dooley Counties*
Illinois: East St. Louis
Illinois: Springfield
Indiana: Indianapolis
Iowa: Des Moines

Kentucky: Louisville
Louisiana: Northeast Delta*
Louisiana: Macon Ridge*
Louisiana: New Orleans
Louisiana: Ouachita Parish
Massachusetts: Lowell
Massachusetts: Springfield
Michigan: Five Cap*
Michigan: Flint
Michigan: Muskegon
Minnesota: Minneapolis
Minnesota: St. Paul
Mississippi: Jackson
Mississippi: North Delta*
Missouri: East Prairie*
Missouri: St. Louis
Nebraska: Omaha
Nevada: Clarke County, Las Vegas
New Hampshire: Manchester
New Jersey: Newark
New Mexico: Albuquerque
New Mexico: Moro, Rio Arriba, Taos Counties*
New York: Albany, Schenectady, Troy
New York: Buffalo
New York: Newburgh, Kingston
New York: Rochester
North Carolina: Charlotte
North Carolina: Halifax, Edgecombe, Wilson Counties*
North Carolina: Robeson County*
Ohio: Akron
Ohio: Columbus
Ohio: Greater Portsmouth*
Oklahoma: Choctaw, McCurtain Counties*
Oklahoma: Oklahoma City
Oregon: Josephine*
Oregon: Portland
Pennsylvania: Harrisburg
Pennsylvania: Lock Haven*
Pennsylvania: Pittsburgh
Rhode Island: Providence
South Dakota: Beadle, Spink Counties*
South Carolina: Charleston
South Carolina: Williamsburg County
Tennessee: Fayette, Haywood Counties*
Tennessee: Memphis
Tennessee: Nashville
Tennessee/Kentucky: Scott/McReary Counties
Texas: Dallas
Texas: El Paso
Texas: San Antonio
Texas: Waco
Utah: Ogden
Vermont: Burlington
Virginia: Accomac*
Virginia: Norfolk
Washington: Lower Yakima*

Washington: Seattle
Washington: Tacoma
West Virginia: West Central*
West Virginia: Huntington
West Virginia: McDowell*
Wisconsin: Milwaukee

* denotes rural designee

Round II Urban Empowerment Zones

Boston, Massachusetts
Cincinnati, Ohio
Columbia/Sumter, South Carolina
Columbus, Ohio
Cumberland County, New Jersey
El Paso, Texas
Gary/East Chicago, Indiana
Huntington, West Virginia/Ironton, Ohio
Knoxville/Knox County, Tennessee
Miami/Miami-Dade County, Florida
Minneapolis, Minnesota
New Haven, Connecticut
Norfolk/Portsmouth, Virginia
Santa Ana, California
St. Louis, Missouri/East St. Louis, Illinois

Round II Rural Empowerment Zones

Desert Communities Empowerment Zone (CA)
Southwest Georgia United Empowerment Zone (GA)
Southernmost Illinois Delta Empowerment Zone (IL)
Griggs-Steele Empowerment Zone (ND)
Oglala Sioux Tribe Empowerment Zone (SD)

Round II Rural Enterprise Communities

Metlakatla Indian Enterprise Community (AK)
Four Corners Enterprise Community (AZ, NM, UT)
Central California Enterprise Community (CA)
Empowerment Alliance of Southwest Florida Enterprise Community (FL)
Molokai Enterprise Community (HI)
Town of Austin Enterprise Community (IN)
Wichita County Enterprise Community (KS)
Bowling Green Enterprise Community (KY)
City of Lewiston Enterprise Community (ME)
Clare County Enterprise Community (MI)
Fort Peck Assiniboine and Sioux Tribe Enterprise Community (MT)
City of Deming Enterprise Community (NM)
Tri-County Indian Nations Enterprise Community (OK)
Fayette Enterprise Community (PA)
Allendale ALIVE Enterprise Community (SC)
Clinch-Powell Enterprise Community (TN)
FUTURO Enterprise Community (TX)
Five Star Enterprise Community (WA)
Northwoods Nijii Enterprise Community (WI)
Upper Kanawha Valley Enterprise Community (WV)

Appendix F

POLICY GUIDANCE ON FUNDRAISING

While there are a wide range of activities you may undertake to create a sustainable future for your program, you should keep in mind that you cannot pay for certain activities out of federal grant funds. Before making plans, you may want to review the Office of Management and Budget Circular applicable to your organization that spells out the costs that you may and may not charge to your grant. For example, under the OMB Circulars, you cannot charge to your grant the costs of “organized fundraising” or expenses incurred “solely to raise capital or obtain contributions.” Staff supported by AmeriCorps grant funds must be careful to comply with the OMB limitations while on AmeriCorps time and to not charge the time spent on these activities to the AmeriCorps grant. OMB Circulars also require that you keep accurate records regarding time you spend on these and your other activities to clearly convey the nature of the activities.

Overall, AmeriCorps members cannot assist their organizations with major fund raising efforts. However, our policy permits some limited activities related to fundraising by AmeriCorps members to the extent that such activities “provide immediate and direct support to a specific and direct service activity; fall within the program’s approved direct service objectives; are not the primary activity of the program; and do not involve significant amounts of time for any member.”

Following are some examples that may help to clarify what you can do with federal grant funds, as well as what you may not charge to your AmeriCorps grant. There are also examples of what AmeriCorps members may do, as well as activities that are prohibited for members.

You may:

- Develop and print materials such as brochures and annual reports that you will use for outreach to the general public, which includes potential board members, funders and community partners.
- Contact individuals and organizations that are potential partners who may assist your program in delivering services.
- Ask your board of directors and other volunteers to raise funds on their own time.
- Pay for a program evaluation to demonstrate the impact and effectiveness of your program.
- Solicit community involvement or in-kind support for your program - e.g., seek volunteers to help with the project and donations of building supplies for a construction project.
- Coordinate community involvement in a day of service, serv-a-thon, or other direct service activities that may have a fundraising element.
- Include members of the public (including funders and other community partners) on your general mailing list for newsletters or brochures and other general interest

publications. (But publications paid for from AmeriCorps grant funds, including matching or other federal funds, should not contain solicitations of donations.)

- Include in your general purpose newsletter a “wish list” of needed in-kind items
- Invite members of the public, including funders, to make a site visit to your program.
- Ask for advice from individuals with expertise who may be business or foundation staff regarding matters such as program development, training and evaluation;
- Invite members of the public, including funders and other community partners, to attend graduation ceremonies and other special events;
- Ask a local business to sponsor a recognition event for members or volunteers.

Members May:

- Solicit supplies from local businesses for a direct service project, - e.g., solicit several cans of paint from a store near a work site to meet a need.
- Organize an occasional “serv-a-thon” in which Members recruit individuals to obtain sponsors in advance of an approved direct service event.

You may not:

- Charge time to your AmeriCorps grant for staff to prepare funding proposals;
- Use AmeriCorps grant funds, including matching or other federal funds, to develop promotional materials solely targeted at prospective funders;
- Use AmeriCorps grant funds, including matching or other federal funds, to engage in a direct mail campaign to raise funds;
- Use AmeriCorps grant funds, including matching or other federal funds, to conduct capital campaigns or endowment drives;
- Hire a development consultant and charge fees to your AmeriCorps grant;
- Charge time staff spends on fundraising to sources of AmeriCorps or other federal grant funds.

Members May Not:

- Prepare any part of a grant proposal or perform other fundraising functions to help you achieve your match requirement, or to pay your organization’s general operating expenses.

Appendix G

POLICY GUIDANCE ON CRIMINAL RECORD CHECKS

This information explains the grant award provision related to criminal record checks and our expectations related to this provision. It reflects our guidance on this matter. The following includes:

- the provision
- statement of our purpose
- discussion of our expectations for direct grantees and State Commissions
- general guidance

Provision

“AmeriCorps Programs with members or employees who have substantial direct contact with children (as defined by state law) or who perform service in the homes of children or individuals considered vulnerable by the program, shall, to the extent permitted by state and local law, conduct criminal record checks on these members or employees as part of the screening process.”

Statement of Purpose

While acknowledging that the vast majority of AmeriCorps members would not intentionally harm recipients of service, we are nevertheless very concerned about the potential for improper or criminal conduct victimizing program clients. Such victimization does damage to the individual victim, the program, and the entire AmeriCorps national service network.

Programs have the responsibility to establish and use thorough screening processes to determine the suitability of candidates for selection to provide the program’s services. In certain programs, because of the vulnerability of the client population, it is prudent to conduct a criminal record check for each applicant. The suitability determination that you should make includes information from the criminal record check, as well as the other information that you gain through the application and screening process. Many programs are already using criminal record checks as part of their screening, and insurance companies are increasingly often requiring this step.

We recognize that you are in the best position to make decisions concerning the screening mechanisms you use, including criminal history checks, taking into account the nature of the service activity and the potential vulnerability of service recipients. The same is generally true of decisions about the criteria, including criminal records, that would warrant rejection of a candidate.

While no practical system of applicant screening, including record checks, can guarantee avoidance of every possible problem, our purpose is to protect recipients of service, protect AmeriCorps programs from unnecessary liability exposure, and to protect the public image of the AmeriCorps national service network.

Corporation Expectations

We expect that you will regard criminal record checks as one part of the applicant screening process that may have many other steps – all related to making appropriate determinations about the suitability of applicants. In addition, conducting criminal record checks does not free you and program sponsors from the responsibility of careful program management and effective supervision of members and program staff. In carrying out the criminal record check grant provision, you should take the following steps:

1. Consider whether your program involves substantial direct contact with children or performs service in the homes of children or other vulnerable individuals. The term, children is defined by state law. Substantial direct contact means contact with children that is regular, continuous and personal in nature. Your program should determine, based on specific circumstances, whether individuals are “vulnerable” or not. Examples of vulnerable individuals may include (but are not limited to) infirm elderly persons, or individuals with a physical or mental disability.
2. If so, determine; (a) the appropriate form of criminal record check that you should make, based primarily on the responsibilities of the position; (b) the process by which you may carry out that check; and, (c) any limitations imposed by state or local law.
3. Conduct a check on AmeriCorps members and staff whose duties involve substantial direct contact with children or who perform service in the homes of children or other vulnerable individuals. If your program must conduct criminal history checks, you should do so for all new and continuing members, as well as for staff.
4. Determine, in advance, the types of criminal backgrounds that should result in termination of candidacy or service.
5. Ensure that you take consistent actions on the information that you receive.
6. Ensure that you carefully observe privacy considerations and that you appropriately safeguard the confidentiality of criminal history information you possess.
7. Your program should be aware of the various criminal record indices that are available, such as local (both city and county, as applicable), state, national, military, and international indices.
8. Your program should obtain enough information on the background of applicants (for example whether the applicant has served in the military service, traveled abroad, or relocated within the United States) to determine which indices you should query.

While the above describes our minimum expectations, the circumstances of a local program and applicable state law or regulations may dictate that additional steps be taken.

Concerning the cost of record checks for members, explore whether they can be conducted free or at reduced cost (as a number of programs are already doing), or if any community partners can support this activity. If it is necessary to use our funds, your

program should attempt to rebudget within existing funds. Commissions may use carry-over formula funds for this purpose.

General guidance

Below are suggestions and approaches that may be useful in developing procedures to fulfill this responsibility.

- Your program should review these requirements with legal counsel and your liability insurance carrier.
- You should ask each applicant, as part of the application process about their criminal history. Failure to truthfully complete an application should automatically result in termination of candidacy, a fact that you should note in the application itself.
- You should prominently announce notice of your intent to conduct criminal record checks – both to discourage individuals with potentially unacceptable backgrounds from even applying, and to evidence your concern for the safety of your clientele.
- If your program announces that it will conduct criminal record checks, you should do so. Failure to conduct a check after announcing that you will do so creates a situation of potentially serious liability.
- You have the authority to decide the specific check you will make – i.e., whether a local, statewide, or national check is appropriate – based on the circumstances of your program, relevant law and regulations concerning access to criminal records, and the populations you serve.
- Suitability for enrollment (or hiring) is a determination you make, but the standard of care that your program should adhere to is one of “reasonable precautions”. This means that your program should take reasonable precaution to discover the existence of background information that, if not discovered, could possibly result in an injury to a third party. Your failure to satisfy this standard of care could result in being held liable for its negligent acts or omissions.
- You need not “recheck” returning members (or continuing staff) each year after the initial check, but the member contract (or employment agreement) should include a provision that your program leadership will be notified if the member is arrested for any of certain specified offenses.
- Your program should be aware of the various criminal record indices that are available, such as local (both city and county, as applicable), state, national, military, and international indices.
- Your program should obtain enough information on the background of applicants (for example, whether the applicant has served in the military service, traveled abroad, or relocated within the United States) to determine which indices you should query.
- While criminal records checks normally involve state agencies, you should contact your local police or sheriffs’ departments for assistance in identifying potential vulnerable populations, as well as with determining the appropriate form of background check, based on local circumstances, and carry out that check. Generally, law enforcement agencies prefer to help at the outset – to

help avoid problems later. If a specific state does not allow access to statewide criminal records, you should conduct local checks to the maximum extent allowed.

- If arrest information is not accompanied by disposition information, it may not provide sufficient basis for rejection of applications.
- You should develop, and carefully adhere to, written policies related to safeguarding confidential information (criminal records) received and used by your program.
- After considering re-budgeting within the grant and exploring other avenues of support, if you are still having difficulty paying the cost of these checks you should contact us.

Further Information

For further information or assistance with implementing these requirements, contact your program officer at the Corporation for National Service.

In addition, the Non-Profit Risk Management Center, a technical assistance provider for the Corporation, is available to consult with you about specific issues related to screening, applicant suitability, and criminal history checks. You may reach them at 202/785-3891.